

# TOWN OF SHARPSBURG SIGN PERMIT APPLICATION

SIGN PERMIT #

Prior to the installation of a sign within the town limits and extraterritorial jurisdiction, a sign permit must be issued. In order to ensure that the proposed sign installation complies with the town's sign regulations, the following information is required.

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## REQUIRED DOCUMENTATION FOR SIGN PERMIT APPROVAL

Provide 8 ½" x 11" minimum sized copies of the information listed below. Failure to provide adequate information may result in a delay in the application approval.

1. Sign plan that includes a drawing of the sign features, dimensions, lettering style, background, sign frame, structural support, and type of lighting fixture for illumination.
2. A scale drawing of the area or lot in which the sign will be located, including building elevation for wall signs (photo of building acceptable; GIS printout of parcel acceptable)
3. Drawing or digital photo of proposed sign with dimensions.
4. One (1) color rendering of the sign (digital photo or drawing acceptable)
5. Means of support and materials proposed for use
6. Information to be placed on face of sign
7. Lettering style and font name
8. Type of sign:  
☐ Wall      ☐ Ground      ☐ Pole      ☐ Other
9. Lighting: ☐ Illumination Type: \_\_\_\_\_ ☐ Non Illuminated
10. Size: Square Footage of Proposed sign \_\_\_\_\_  
Linear feet of wall area that sign will be attached to \_\_\_\_\_  
Total Number of signs on premises (including proposed) \_\_\_\_\_
11. Zoning District (circle one): B1    I    R-10    R-12    R-6    R-8    MHP    RA-30
12. Application fee payable upon submission: \$ \_\_\_\_\_ ☐ Check attached    ☐ Other

## ADDITIONAL REQUIREMENTS FOR WALL SIGNS OR PROJECTING OR AWNING SIGNS

- Photo of building façade(s) on which the sign is to be located showing windows, doors, architectural features and dimensions
- Location of all existing and proposed signs on building façade

## ADDITIONAL REQUIREMENTS FOR GROUND SIGNS

- Location of the sign on the site (sign cannot be placed in public right of way or sight triangle)
- Type of support

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## INSTRUCTIONS FOR PLOT PLAN FOR GROUND SIGNS

- All property lines with dimensions
- Existing or proposed buildings with dimensions
- Location and dimensions of driveways and sidewalks
- Location of all existing signs including ground, wall, or projecting
- Location of all proposed signs covered in application

APPLICATIONS WILL NOT BE REVIEWED UNTIL ALL FEES ARE PAID – ALL FEES SUBMITTED ARE NON-REFUNDABLE

Allow 3 – 5 business days for review

Submit all documentation to:

Town of Sharpsburg  
110 West Railroad Street/PO Box 1759  
Sharpsburg, NC 27878

I HEREBY CERTIFY that all information contained herein is correct and true to the best of my knowledge. I agree to have the subject sign(s) erected, constructed, and/or altered in accordance with the NC State Building Code and any/all other applicable local ordinances and statute requirements of the Town of Sharpsburg. Any violation of the terms stated will immediately REVOKE this permit and any other permits issued in reliance upon the same. I acknowledge that I am aware violation of sign regulations will result in civil penalties of no less than \$50.00 per day. I agree that the Town of Sharpsburg will not be held liable for any and all damages, loss or liability, which may arise from use of this permit application.

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

PROPERTY OWNER (if different from applicant) \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_

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*Internal use only*

SIGN PERMIT # \_\_\_\_\_ DATE FILED/FILLED \_\_\_\_\_

AUTHORIZED STAFF SIGNATURE \_\_\_\_\_