

TEMPORARY SIGN PERMIT APPLICATION

Town of Apex, North Carolina



Application #: _____ Submittal Date: _____

HARD COPY SUBMITTAL REQUIREMENTS: SUBMIT TO PLANNING DEPARTMENT

- One (1) copy of Temporary Sign Permit application
- One (1) sign drawing no larger than 11x17
- Temporary Sign Permit fee – \$25.00

APPLICANT INFORMATION

Business/Location Name: _____

Business Address: _____

Is this location in a multi-tenant development? (i.e. shopping center, office building) Yes No

If yes, provide development name: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Reason for proposed signs: _____

Date to begin sign display: _____

If associated with an event, please provide: Start Date: _____ End Date: _____

PROJECT CHECKLIST

Wall or Ground Sign Checklist

Provide one (1) sign drawing (no larger than 11 X 17) with the following information:

- Dimensions and overall square footage (SF) of sign
- Show all lettering, graphics, and colors to be on sign face.
- Sign materials (i.e. banner, plywood, foam core board).
- If it is a banner to be placed on building, provide a drawing showing the building elevation.

Additional Ground Sign Checklist

Provide one (1) site layout of the property (no larger than 11 X 17) with the following information:

- Building(s), parking lot, street frontage, and landscaping near the location of the sign placement
- Location of sign(s)
Ground signs should be placed out of the right of way and site triangle at an intersection; in general, it should be on private property at least 10' back of curb and behind the sidewalk.
- Yes No Is there a promotional or non-profit event associated with the sign(s)?
If yes, then a Temporary Use Event Permit Application will need to be completed and submitted.

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This page is to be completed by Planning Staff only.

Submittal Date _____ Permit # _____
Location: _____

PLANNING DEPARTMENT DETERMINATION

Approved Approved with Conditions Denied

Staff Comments: _____

Planning Staff Signature: _____

Print Name: _____ Date: _____