

# TEMPORARY SIGN PERMIT APPLICATION

Town of Apex, North Carolina



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Application #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

## APPLICATION SUBMISSION

- Fee**
- **Temporary Sign, Commercial: \$50.00**
  - **Temporary Sign, Non-Commercial: No charge**
- Electronic Submittals:**
- Please upload documents as PDFs.
  - Use this link to obtain more information on electronic submittals, register (if needed), or upload your submittal. <http://www.apexnc.org/195/Electronic-Plan-Review>
  - Please note: If you are unable to submit electronically, but have a PDF of the application please email it to [planninginfo@apexnc.org](mailto:planninginfo@apexnc.org).

## 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.

**TEMPORARY SIGN PERMIT APPLICATION**

Application #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

This page is to be completed by Planning Staff only.

Location: \_\_\_\_\_

**PLANNING DEPARTMENT DETERMINATION**

Approved  Approved with Conditions  Denied

Staff Comments:

Planning Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_