

# SIGN PERMIT APPLICATION

Complete wall sign or freestanding sign information below. If both types of signs are proposed, complete a **SEPARATE** application for each type. Drawing and filing fee must be submitted with application.

*Note: Per Section 3.8 of the Town of Garner Unified Development Ordinance (UDO), merely applying for a sign permit does not constitute approval to manufacture, erect or construct a sign. Per Section 7.5 of the Town of Garner Unified Development Ordinance (UDO) – Sign Regulations an approved sign permit must be issued prior to a sign being constructed in the Town of Garner.*

OFFICE USE ONLY		
Permit Number: _____	Date: _____	Receipt: _____

1. Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. Sign Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Sign Features</b>	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Illuminated	<input type="checkbox"/> Single-faced
	<input type="checkbox"/> Wall	<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Double-faced

### WALL SIGN INFORMATION

**This application must be accompanied by the following:**

1. A scale, color drawing of the sign face, providing all dimensions, method of support/attachment, type of materials to be used,
2. A drawing of the building showing the location of the sign and its relationship to roof lines and overhangs.

Total square footage of building front:  
 (linear feet \_\_\_\_\_ x height \_\_\_\_\_ = total)

Total square footage of <b>all</b> existing signage: _____	Area of proposed signage: _____
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### FREESTANDING SIGN INFORMATION

**This application must be accompanied by the following:**

1. A scale, color drawing of the sign face, providing all dimensions, method (in detail) of construction and type of material to be used,
2. A plot plan to scale showing sign location and distance from the street right-of-way,
3. A sketch of the plant bed with name, quantity, and spacing of plants.

**4. FREESTANDING SIGNS REQUIRE AN ENGINEERING SEAL IN ORDER TO ASSURE THE SIGN CAN WITHSTAND 100 MPH WINDS.**

Height (ground to top): _____	Total square footage of sign: _____
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Total square footage of landscape area (must be 1/2 the height x width, minimum of 50 square feet): \_\_\_\_\_

### MASTER SIGN PLAN INFORMATION

**Sign permits for Master Sign Plans require an approval letter or signature on the proposed graphic drawings from the design review representative of the project.**

Name of Master Sign Plan: _____	Location: _____
Design Review Signature: _____	Date: _____

### OFFICE USE ONLY

Comments: \_\_\_\_\_

Planning Department Approval: _____	Date: _____
Comments: _____	

Inspections Department Approval: _____	Date: _____
Comments: _____	