

# SIGN PERMIT APPLICATION

Town of Leland, North Carolina



102 Town Hall Dr., Leland, NC 28451

www.townofleland.com

<b>FEES:</b> Temporary Banner/Sign	\$26
On Premises Ground/Wall Sign	\$51
Billboards	\$101
Temporary Off-premise Directional,	
Real Estate Sign (per sign)	\$304

**Economic & Community Development**

Phone 910-371-3390 Fax 910-371-1073

**All pages must be completely filled out before application is accepted.** For assistance filling out this form contact the Planning Department  
**ONE APPLICATION AND REVIEW FEE PER SIGN**  
*(Fees are subject to change without notice)*

## Applicant/Sign Contractor's Information

Applicant/Contractor Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Cell Number \_\_\_\_\_

Email: \_\_\_\_\_

*Email addresses are only used by this office for correspondence with the applicant if needed*

## Property Information

Property Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

## Proposed Sign Information:

**APPLICATION WILL NOT BE PROCESSED UNLESS ALL APPLICABLE INFORMATION IS FILLED IN**

Sign Location: \_\_\_\_\_ Overall Size of Sign (Ft<sup>2</sup>): \_\_\_\_\_

Type of Illumination: \_\_\_\_\_ Height of the Wall the Sign is Attached To: \_\_\_\_\_

Indirect  Internal  None  Square Footage of the Wall the Sign is Attached To: \_\_\_\_\_

Other  \_\_\_\_\_ Linear Footage of Building Frontage: \_\_\_\_\_

Banner's Display Dates (30 Days) \_\_\_\_\_ Linear Footage of Individual Business Space: \_\_\_\_\_

**REFER TO PAGE 2 FOR ADDITIONAL INFORMATION REQUIREMENTS**

## CERTIFICATION:

I certify that I am authorized to make this application, that the information provided is correct to the best of my knowledge, that I am authorized to grant, and do grant, permission to the local zoning official and local building official to enter on the property described above for the purpose of inspections. I understand that if this application is approved, failure to meet any conditions of the approval shall result in the revocation of any permit(s) based upon this certificate.

Further, any signs that are currently on the property are in conformance with the provisions of the Town's ordinance Article XI. – Signs or will be removed or modified with proper permitting, prior to installation of any additional approved signs. Also, I take responsibility to remove a temporary sign at the end of the 30th day.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The proposed use of this structure/land presently conforms to the provisions of the *Town of Leland Zoning Ordinance*. A sign permit has been issued. Please issue all necessary permits.

\_\_\_\_\_  
Zoning Official's signature

\_\_\_\_\_  
Date

**Include the following with your application. The application will not be processed without the following:**

A scaled drawing showing the design of the sign, including dimensions, method of attachment or support and source of illumination. Include colors that will be used in the lettering, background and foreground of the sign. Also include the following information for the specific sign you are applying for.

**Wall, temporary banner, canopy or projected signs**, show the location of the sign on the building or structure to which it is proposed to be installed.

**Ground signs**, a scaled site plan indicating the distances of the sign relative to the property lines, easements, buildings, streets and other signs (on and off-premise of the subject property). Also include the required base landscaping around the ground sign per Section 30-391 (5).

**Temporary off-premise directional real estate sign**, the sign plan must include all the provisions listed per Section 30-394 (c). Ask staff for a list of those requirements.

\*You may also be required to located, stake and flag all corners and boundaries of the subject property

