

Pender County Planning and Community Development

Planning Division

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SIGN PERMITS

The intent of this Article is to regulate the erection, number, area, height, location, type and maintenance of signs to promote the health, safety and general welfare of the public and the orderly development of the County by protecting property values, and providing adequate signage for businesses and motorists; protecting and enhancing the image, appearance and economic vitality of the County. Any type of sign not currently listed in this Article shall be prohibited.

Approval Procedure Applications for approval to construct or install all signs shall be submitted on forms obtained from the Administrator showing the following:

- A. Surface area of the sign;
- B. Size, character, general layout and designs proposed for painted display;
- C. The method and type of illumination, if any;
- D. The location proposed for such signs in relation to property lines, zoning district boundaries, if applicable, right-of-way lines, and existing signs; and
- E. If conditions warrant it, the Administrator may require such additional information that will enable them to determine if such sign is to be erected in conformance with the requirements of this ordinance.

For Off-Premise Directional Real Estate Sign see Pender County Unified Development Ordinance Section 10.10 for requirements:

***** Each applicant for sign approval must apply for a building permit, if applicable *****

Traffic Safety. No sign shall be erected or constructed that:

- A. Obstructs the sight distance at intersections or along a public right-of-way;
- B. Would, by its location, color, or nature, tend to be confused with or obstruct the view of traffic signs or signals, or would be confused with a flashing light of an emergency vehicle; or which might be confused with traffic directional signals and signs such as "stop", "go", "slow", "danger", etc.

Certain Signs Prohibited

- A. No sign shall be attached to or painted on any telephone pole, light pole, telegraph pole, or other man-made objects not intended to support a sign or any tree, rock, or other natural objects.

EXEMPTIONS

The following types of signs are exempt from the application of the regulations herein:

- A. Signs unlighted, not exceeding two (2) square feet in area and bearing only property numbers, mail box numbers, post office numbers, and the name of the owner or occupant of the premises. Such signs shall not exceed two (2) square feet in area per occupant. If more than one (1) sign or nameplate is required, the total allowable sign area shall not exceed eight (8) square feet.
- B. Flags and insignia of any government.
- C. Holiday decorations in season.
- D. Integral decorative or architectural features of buildings, including signs which denote only the building name, date of erection or street number.
- E. Signs directing and guiding traffic and parking on private property.
- F. Signs which cannot be seen from public road or right-of-way.
- G. The act of changing advertising copy of messages on any sign designated for the use of replaceable copy such as a ready board or product price sign or on sign having its own changing copy capacity such as a time-and-temperature sign.
- H. Interior Window Signs located on the interior of the windows and with a total area not exceeding 1/2 square foot per lineal foot of the building front wall space.
- I. State required signs, i.e., inspections at service stations etc.
- J. Off-Site real estate signs not exceeding six (6) square feet

APPLICATION FOR SIGN PERMIT

THIS SECTION FOR OFFICE USE

Application No.	SIGN-	Date Issued	
Application Fee	\$	Date Expire <small>(Off-Premise Real Estate)</small>	
Type of Construction	<input type="checkbox"/> Existing <input type="checkbox"/> New	<input type="checkbox"/> Panel Change <input type="checkbox"/> Other	
Permit #		Receipt No.	

SECTION 1: APPLICANT INFORMATION

Applicant's Name:	Owner's Name:
Applicant's Address:	Owner's Address:
City, State, & Zip	City, State, & Zip
Phone Number:	Phone Number:
Email Address:	Email Address:

Legal relationship of applicant to land owner:

SECTION 2: Type of Sign

- Residential** (Subdivisions, Mobile Home Park, Multi-Family, Home Occupation)
- Freestanding** (single unit)
- Wall**
- Canopy/Marquee**
- Multi-Unit Freestanding** (Shopping Center, Malls, Office Complexes)
- Off-Premise Sign**

SECTION 3: SIGN INFORMATION

All measurements in decimal format

Property Address:	Sign Area:	_____ X _____ = _____ sq. ft.	
	Sign Height:		
	Setbacks:	Distance from Right-of Way: _____	Distance from Side Property Lines: _____
Property Identification Number (PIN):	Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No	Setback from Nearest Outdoor Advertising Sign:	
Zoning District	Total Road Frontage:	Total Acreage:	Building Width: NAICS:
Description of Sign Location:			
Description of Sign Materials:			
Sign Message:			

SECTION 3: SIGNATURES

Applicant's Signature	Date:	
Owner's Signature	Date:	

NOTICE TO APPLICANT

Approval Procedure: Applications for approval to construct or install all signs shall be submitted on forms obtained from the Administrator showing the following:

1. Completed Application
2. Site Plan showing:
 - The location proposed for signs in relation to property lines, zoning district boundaries, if applicable, right-of-way lines, and existing signs, surface area of the sign;
 - Size, character, general layout and designs proposed for painted display;
 - The method and type of illumination, if any;
 - If conditions warrant it, the Administrator may require such additional information that will enable them to determine if such sign is to be erected in conformance with the requirements of this ordinance.
3. Submittal of any additional materials/permits required by local/state/federal agencies.

Office Use Only

Payment Method	Cash : <input type="checkbox"/> \$ _____	Credit Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	Check: <input type="checkbox"/> Check # _____
Application approved by:	Date:	Date sent to permitting:	

Print Form