



Town of Holly Springs

Sign Installation Packet

Department of Planning & Zoning • 128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540 • (919) 557-3908 • HSPlanning@hollyspringsnc.us

GENERAL INFORMATION:

If you have questions regarding the Permitting process or UDO Regulations, you may schedule a Preliminary Consultation through the Department of Planning & Zoning by calling (919) 557-3908.

SUBMITTAL REQUIREMENTS:

The following items must be submitted with the UDO Permit for Sign Installation to be deemed a complete submittal:

- Petition Form
- Processing Fees (make check payable to: Town of Holly Springs)
- (1) Set of Site Plan / Building Elevation
- (1) Detailed Sign Drawing

Note: A separate petition must be submitted for each sign.

SUBMITTAL SPECIFICATIONS:

A detailed site plan, building elevations, and sign drawing providing the information included in the following checklist must be provided in order to determine the conformance of the proposed sign with the specific zoning and Master Sign Plan requirements. There may be additional information needed that is considered by the town staff members during the review process as being pertinent to the review of the project being submitted.

ADDITIONAL INFORMATION:

Permanent ground sign petitions must include a detailed site plan that illustrates landscaping as well as the sight distance triangle if the sign is adjacent to right-of-way. A sign drawing providing exact measurements is also necessary. *Special Note:* A ground signs' supports are generally considered to be part of the sign's surface area. Please refer to UDO Section 7.03, G., 1., b. for additional information.

Permanent building sign petitions must include building elevations with the dimensions of the façade as well as the sign itself. Please refer to UDO Section 7.03, G., 1. to determine sign surface area.

PROCEDURE FOR FINAL SIGN PERMIT:

Upon approval of the Sign Installation Petition, the petitioner will receive an Authorization for Sign Installation. Although this document authorizes the installation of the sign as shown in petition, *the Authorization for Sign Installation is not a permit.* Upon installation, the petitioner must notify the Department of Planning & Zoning, whereupon the Department will inspect the sign. Upon confirmation that the sign has been installed in accordance to the design and placement approved in the Sign Installation Petition, the UDO Permit for Sign Installation Sign Permit Approval will be issued.

**SIGN INSTALLATION PERMIT SUBMITTAL REQUIREMENTS
THE FOLLOWING ITEMS MUST BE INCLUDED.**

EACH SHEET MUST CONTAIN THE FOLLOWING:

	Name of the proposed development
	Name, address, telephone number, and fax number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans
	Date of drawing preparation and all revision dates
	Sheet Number and Title
	North Arrow
	Graphic and numeric scale of drawing- not to exceed 1" = 300'

GROUND SIGNS – DETAILED SITE PLAN MUST INCLUDE THE FOLLOWING:

	Parcel Identification Number (PIN)/ Real Estate Identification Number for all parcels involved
	Zoning Classification of the property to be developed
	Show boundaries of tract(s) proposed for location. All adjoining property lines should also be shown.
	Show and label existing Right-of-Way, Easements, Pedestrian Circulation/Sidewalks if applicable
	Show the applicable sign zones for the requested sign
	Show the location of the proposed sign including specific dimensions from property lines, buildings, parking areas, and other structures.
	Show the vision clearance triangle for the specific property at intersections with streets and driveways
	Show all required landscape material required for ground signs

GROUND SIGNS - SIGN DETAIL SHEETS AS APPROPRIATE:

	Plan drawings including details regarding the width, depth, and height of the sign including materials, colors for all elements of the sign
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BUILDING SIGNS – DETAILED SITE PLAN MUST INCLUDE THE FOLLOWING:

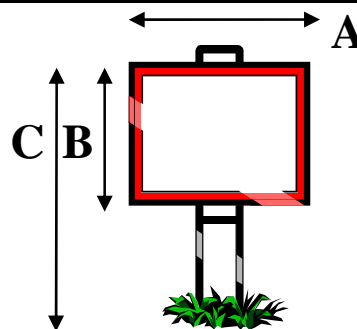
	Parcel Identification Number (PIN)/ Real Estate Identification Number for all parcels involved
	Zoning Classification of the property to be developed
	Show boundaries of tract(s) proposed for location. All adjoining property lines should also be shown.
	Show and label existing Right-of-Way, Easements, Pedestrian Circulation/Sidewalks if applicable
	Show the applicable sign zones for the requested sign
	Show the location of the proposed sign including specific dimensions from property lines, buildings, parking areas, and other structures.

BUILDING SIGNS - SIGN DETAIL SHEETS AS APPROPRIATE:

	Plan drawings including details regarding the width, depth, and height of the sign including materials, colors for all elements of the sign
	Elevation drawings including building materials and colors for all elements of the sign
	Building elevation with dimensions for the façade

HOW TO CALCULATE SIGN DIMENSION

Width of Sign Surface = **A**
Height of Sign Surface = **B**
Square Footage of Sign Surface = **A x B**
Height of Sign from Ground = **C**





Town of Holly Springs

UDO Permit for:

Sign Installation

Planning & Zoning Use Only:

_____ - SP - _____

Please print responses in blue or black ink or typewrite. If not applicable, mark N/A

PROJECT SUMMARY

A. Project Location (Street Address or closest intersection.): _____

Within Corporate Limits of Holly Springs Within Holly Springs ETJ Pending Annexation

B. Project Name: _____

There is an approved Master Sign Plan for this Project: Yes No Not Sure

C. Current Zoning: _____

D. Applicant/Contact: _____ **Company:** _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Tel No.: _____ Fax No.: _____ E-mail: _____

E. Property Information:

Real Estate ID #: _____ PIN: _____

Real Estate ID #: _____ PIN: _____

Signature of Applicant:

Date:

Town of Holly Springs Use Only:

Building Code Enforcement : _____ Date: _____

Engineering : _____ Date: _____

Planning & Zoning Approval: _____ Date: _____

Comments: _____



Town of Holly Springs

Permanent Sign Worksheet

Planning & Zoning Use Only:
_____ - SP - _____

Please print responses in blue or black ink or typewrite. If not applicable, mark N/A

TYPE OF SIGN: (Check All That Apply)

- Freestanding (Ground) Sign
Building Sign
Suspended Sign in Integrated Centers
Light Pole Sign
Sign on Ornamental Wall or Fence
Other

* Median Signs Require Additional Documentation according to UDO Section 7.03,B., 2., b.

DIMENSIONS: (Provide dimensions in feet and inches)

- A. Width of Sign Surface
B. Height of Sign Surface
C. Square Footage of Sign Surface
D. Height of Sign from Ground
E. Dimensions of Support Base
F. Height of Lettering
G. Height of Logo
H. Façade Area

AWNING, CANOPY, OR MARQUEE: (COMPLETE THIS SECTION IF APPLICABLE)

- A. Projection from the Building Façade
B. Total Area of the awning, canopy, or marquee
C. Clearance to Grade

LIGHTING:

- Internally Illuminated
Illuminated by Spotlight
No Illumination