

TOWN OF HOLLY SPRINGS SIGN INSTALLATION PACKET

DPM Appendix #A.10
Supplement #18
March 2022



General Information

A preliminary consultation with Development Services may be scheduled by contacting the Department at (919) 557-3908.

Submittal Requirements

Only complete submittals will be processed. 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 pdf Format Set of Site Plan / Building Elevation
- 1 pdf format 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 Chapter 9 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 Chapter 9 to determine sign surface area.

FOR MORE INFORMATION:

Current Fee Schedule:

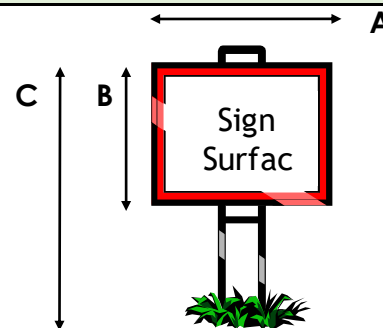
www.hollyspringsnc.us/2170/Development-Services

Review Process: Unified Development Ordinance, Chapter 11

Regulations: Town of Holly Springs Unified Development Ordinance – Chapter 9

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**



**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

SIGN INSTALLATION



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/DevelopmentServices

General Information

Project Name _____

Project Location _____
Use street address. If none, use the closest intersection

PIN _____ Real Estate ID _____

Zoning _____ Subdivision _____

Is there an approved Master Sign Plan for this Project? Yes No Not Sure

For DS Use Only
Type _____
CV # _____
Fees Paid \$ _____
Date Received _____

Petition Contact Information (complete each contact in its entirety- please print or type)

Project Applicant/Contact (check one) Owner Other _____

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Property Owner(s) if different than Applicant/Contact

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ Alt. Telephone# () _____

Fax# () _____ E-Mail _____

Applicant's Signature

Date

Applicant's Signature

Development Services Action

Approved Denied

Date

Signature of Town of Holly Springs Authorized Agent

SIGN INSTALLATION



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** (provide sight-distance triangles with ground sign petitions)
- Type** **Monument Sign** Single Faced Double Faced
 Post and Arm Sign Single Faced Double Faced
- Location** Front Incidental Drive-thru Interior Sign In the Median *
- Building Sign**
- Type** Wall Awning Canopy Marquee Projecting Incidental Theatre Poster Box
- Location** Front Rear Right Side Left Side
- Suspended Sign in Integrated Centers**
- Light Pole Sign**
- Sign on Ornamental Wall or Fence**
- Other** _____

* Median Signs Require Additional Documentation

Dimensions: (Provide dimensions in feet and inches)

A. Width of Sign Surface: _____

B. Height of Sign Surface: _____

C. Square Footage of Sign Surface: _____

For Ground Signs Only:

D. Height of Sign from Ground: _____

E. Dimensions of Support Base: H: _____ L: _____
W: _____

For Building Signs Only:

Provide Façade Area

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 (the combined two-dimensional surface area of all sides of the awning, canopy or marquee): _____

C. Clearance to Grade: _____

Lighting

- Internally Illuminated
- Illuminated by Spotlight
- No Illumination