

# ON-PREMISE SIGN APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



## PROJECT AND PROPERTY INFORMATION

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_

Site Data: Existing Land Use: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Type of Proposed Sign(s) (Check All That Apply):

### Permanent Signs

- Wall  
 Freestanding  
 Incidental (ex. Drive-Throughs)

\*Type and Square Footage of Existing Signs: \_\_\_\_\_

\*Square Footage of Proposed Sign Face(s): \_\_\_\_\_ Height of Proposed Sign(s): \_\_\_\_\_

\*If application involves multiple signs, attach a signage schedule of dimensional information.\*

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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

\_\_\_\_\_  
**Applicant's Signature/Date**

\_\_\_\_\_  
**Printed Name of Applicant**

# ON-PREMISE SIGN SUBMITTAL POLICY

## Application Requirements

An application is considered complete only if it includes **ALL** of the following:

- A completed On-Premise Sign Application Form;
- \$50 Application fee (If only one sign is applied for. If multiple, then fee is \$100);
- A basic site plan (refer to site plan checklist included below);
- A sign plan (including sign dimensions, content, and design of sign);
- PDF of a lighting plan, if applicable.

*\*Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks** must include driver's license or social security number. **Business checks** must have a North Carolina address.*

## Review Process

The application will be reviewed for compliance with the Onslow County Zoning Ordinance. The applicant will be notified if additional information is required. If submitted separately, the zoning permit must be issued before the building permit for the sign(s).

**\*\*\*See Central Permitting for the required building permit application and submittal process\*\*\***

## Permanent Sign Categories

Wall, Freestanding, and Incidental. Common examples of Incidental signs are entrance drive signs and drive-through service signs.

*For more information on these sign types, other options available, and the requirements see Article 12 (Sign Regulations) of the Onslow County Zoning Ordinance.*

## Basic Site Plan Requirements:

- Indication of Approximate Scale
- North Arrow
- Contact Information of the Owner of the Subject Property
- Location of Property Lines
- Property Address or Parcel Identification Number
- Current Zoning Classification
- Proposed and required setbacks of all structures
- Hydrologic features (i.e. rivers, streams, lakes, and/or ponds)
- Special Hazard Flood areas and FIRM reference number(s) (If located in a regulated flood zone)
- Wetland locations
- The location and dimensions of all buildings and other structures, proposed and existing
- Utility infrastructure including on-site septic systems and repair areas, proposed/existing
- Access points to external roadways, proposed and existing.