



City of Southport

Application Date: _____
Fee: \$ _____
Permit #: _____

City of Southport Sign Permit Application
1029 N. Howe Street Southport, NC 28461

Completed application, fees & drawings required at time of submittal. Please use additional sheets as needed for more signs. Filing Fee: Application filing fee \$40.00 per sign 0-20 square feet and \$50.00 per sign over 20 square feet.

Applicant and Site Information

Applicant Name(s): _____ Phone: _____

Site Address: _____

Zoning District: _____ Parcel #: _____ Setbacks: _____

Business Name: _____ Privilege License #: _____

Property Owner Name: _____ Phone: _____

Contractor Name: _____ Phone: _____

Mailing Address/State/Zip: _____ Privilege License #: _____

Sign Type (Check all that apply) Permanent Temporary

Ground Projecting Time/Date A-frame Off-premise

Changeable Copy Subdivision Wall Freestanding Other

Existing sign on property? Yes No Describe:

Illumination Type (check one, separate electrical permit required for illuminated signs)

Non-Illuminated Illuminated-External Light Illuminated-Internal Light

If Temporary sign, dates to be displayed:

Table with 3 columns: Sign 1, Sign 2, Sign 3. Rows include Sign Type, Width, Height, Total Square Footage, Store Frontage (for Multi-Tenant), and Total Height above ground.

Approval of a Permanent or Temporary Sign Permit is valid for the use as submitted. Any changes to the use, structure, or sign will invalidate this approval. If you are not the business or property owner, you must have a valid City Privilege License to install a sign.

Other Required Information

* For Permanent Signs, include a drawing of the property and structure(s) to legible scale showing location of all signs (proposed/existing), with setbacks. Include a drawing showing the text of the sign. In addition:

* A-frame signs require an indemnification agreement.

Signature: _____ Date: _____

Planning Department Signature: _____ Date: _____

This table provides a brief overview of regulations regarding the most common types of signs. For complete information regarding erection of specific signs, consult the Unified Development Ordinance, Article 17, Regulations for Signs. A copy may be obtained from the Building Inspections Office or on the city's website at www.cityofsouthport.com/udo.

<u>SIGN TYPE</u>	<u>ZONING DISTRICTS ALLOWED</u>	<u>NUMBER ALLOWED</u>	<u>PERMIT REQUIRED</u>	<u>MAXIMUM SQUARE FOOTAGE PER FACE</u>	<u>MAXIMUM SIGN HEIGHT</u>	<u>MINIMUM SETBACK</u>	<u>SPECIAL PROVISIONS</u>
A-frame	All Commercial	1 per business including multi-tenant	Yes	8 sq. ft. (Up to 2 feet in width)	4 ft.	N/A	May be displayed ONLY during open business hours
Attached Single Face Wall	All Residential	1 type per lot for non-residential use only	Yes	15 sq. ft.	N/A	N/A	Home Occupation signs not to exceed 18x25 inches
	All Commercial	1 per each side of building	Yes	Up to 25% of sq. footage of applicable building face	N/A	N/A	N/A
Detached Freestanding Ground	All Residential	1 type per lot for non-residential use only	Yes	15 sq. ft.	3 ft.	10 ft.	Only 1 of either attached, freestanding or projecting allowed
	All commercial	1 per street front	Yes	CBD-25 sq. ft. BD/OI-60sq.ft. HC-125 sq. ft. LI/HI-187.5 sq. ft.	CBD-6 ft. BD/OI-10 ft. HC-10 ft. LI/HI-25 ft.	N/A	N/A
Off-premise Freestanding Ground	All Commercial EXCEPT CBD	Total of 2 either type per business	Yes	32 sq. ft.	10 ft.	10 ft.	N/A
Off-premise Portable	All Commercial	Total of 2 either type per business	Yes	8 sq. ft. (Up to 2 feet in width)	4 ft.	N/A	May be displayed ONLY during open business hours
Projecting Double Face	All	1 per street front	Yes	Shall project no more than 3 ft. from facade	9 ft. minimum	N/A	Shall not project above 3 rd story or soffit, eave line or parapet
Roof	All Commercial	1 per each side of building	Yes	Subject to 25% allowance as in Attached Wall sign	N/A	N/A	Shall not extend above roof or parapet to which attached
Subdivision Entrance	All Residential	2 per entrance	Yes	32 sq. ft.	6ft.	10 ft.	May contain name of development ONLY
Time, Date, Temperature	All Commercial	1 per business	Yes	10 sq. ft. per face	N/A	N/A	Shall be included in allowable sign area & must be incorporated in existing freestanding ground sign.

Temporary signs are allowed in all zoning districts subject to certain restrictions. A temporary sign is any sign that advertises or directs attention to a product, event, election, activity, meeting, exhibition, or performance of any kind where such sign is not permanently affixed, placed attached or erected, and may have time limitations.