



# Town of Rocky Mount SIGN APPLICATION

PERMIT NO. \_\_\_\_\_

All applicants for a Sign Permit must be accompanied by a sketch of the proposed sign(s), drawn to scale showing the dimensions, height, and design of the sign and sign structure. If any freestanding sign is proposed, a plot plan must be provided showing the location of all existing and proposed freestanding signs on the lot and all adjacent lots.

BUSINESS/OWNER ESTABLISHMENT NAME: \_\_\_\_\_

PHYSICAL ADDRESS OF PROPOSED SIGN: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNERS NAME & ADDRESS: \_\_\_\_\_  
(IF DIFFERENT FROM BUSINESS OWNER)

TAX MAP & PARCEL NUMBER: \_\_\_\_\_ LOT SIZE (ACRES/SQ.FT.) \_\_\_\_\_

CURRENT ZONING: R-1 R-2 R-3 RA RB RPUD POS C-1 C-2 M-1 M-2 CBD CBD-ARTS & CULTURE GB

CURRENT LAND USE: VACANT AGRICULTURAL RESIDENTIAL COMMERCIAL INDUSTRIAL

PERMANENT  TEMPORARY  FREESTANDING  EXISTING REPLACEMENT  OTHER \_\_\_\_\_

NUMBER OF SIGNS: \_\_\_\_\_ MULTIPLE SIGNS:  YES  NO IF YES, PLEASE LIST ON REVERSE SIDE.

WORDING OF SIGN: \_\_\_\_\_

USE OF SIGN:  COMMERCIAL  INDUSTRIAL  RESIDENTIAL  OTHER \_\_\_\_\_

TYPE OF SIGN:  GROUND  POLE  WALL  PROJECTING  BANNER  AWNING  OTHER \_\_\_\_\_

SIGN MATERIALS:  WOOD  PLASTIC  METAL  NEON  CLOTH  BRICK  MASONRY  OTHER \_\_\_\_\_

WILL SIGN BE ILLUMINATED?  YES  NO WILL SIGN BE LANDSCAPED?  YES  NO

DIMENSIONS OF THE SIGN: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = TOTAL AREA OF SIGN (SQ.FT.)\* \_\_\_\_\_

HEIGHT OF SIGN (FT.): \_\_\_\_\_

\*If application includes Multiple Signs - please enter total of all signage.

### FOR FREESTANDING SIGN STRUCTURES ONLY - SETBACK INFORMATION (FT.)

FRONT, FROM THE STREET RIGHT-OF-WAY? \_\_\_\_\_ FROM THE RIGHT PROPERTY LINE? \_\_\_\_\_

FROM THE PRIMARY BUILDING? \_\_\_\_\_ FROM THE LEFT PROPERTY LINE? \_\_\_\_\_

FROM THE SIDEWALK/CURB? \_\_\_\_\_ FROM THE REAR PROPERTY LINE? \_\_\_\_\_

HEIGHT SIGN WILL PROJECT ABOVE GROUND? \_\_\_\_\_ SIGN LOCATED IN THE TOWN RIGHT-OF-WAY?  YES  NO

EXPECTED PROJECT COMPLETION DATE: \_\_\_\_\_ ESTIMATED COST OF THE PROJECT: \_\_\_\_\_

**MULTIPE SIGN INFORMATION**

	LOCATION & WORDING	SIGN DIMENSIONS (FT.)	SIGN TOTAL AREA (SQ.FT.)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**CONTRACTOR INFORMATION**

STATE LICENSE No.: \_\_\_\_\_

SIGN COMPANY/APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PLEASE NOTE:** OUT OF TOWN CONTRACTORS WHO EXCEED THE SUM OF \$25,000 IN ANY GIVEN YEAR MUST OBTAIN A BUSINESS LICENSE FROM THE TOWN FINANCE OFFICE PRIOR TO THE START OF THE PROJECT.

*I HEARBY CERTIFY THAT I AM ACTING WITH THE KNOWLEGE AND CONSENT OF THE PROPERTY OWNER AND/OR BUSINESS OWNER TO THE REQUEST DESCRIBED ON THE APPLICATION. BY SIGNING BELOW, I AGREE THE INFORMATION PROVIDED ON THE APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
BUSINESS OWNER/CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

*BY SIGNING BELOW, I CERTIFY I AM AWARE OF THE REQUEST SUBMITTED AND THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

**FOR COMMUNITY DEVELOPMENT OFFICE USE ONLY**

TOWN OF ROCKY MOUNT BUSINESS LICENSE REQUIRED?  YES  NO BUSINESS LICENSE No.: \_\_\_\_\_

SKETCH OF EACH SIGN ATTACHED?  YES  NO

FEE AMOUNT: \_\_\_\_\_  WAIVED - ARTS & CULTURE DISTRICT

APPLICATION:  APPROVED  DENIED

\_\_\_\_\_  
ZONING ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE