



Individual Sign Plan Application

Please use this form for individual signs. These signs may be part of a Unified Sign Plan. For assistance with this application, please contact the Chapel Hill Planning Department at (919) 968-2728 or at planning@townofchapelhill.org.

Any persons intending to construct, install, remodel, repair, or alter any property in Chapel Hill, may be required to obtain a Business/Privilege License. The application can be found on the web at the following address: <http://www.townofchapelhill.org/index.aspx?page=1199> Please contact the Revenue Collector, 919-968-2759, if you have any questions.

Section A: Property Information

Property Address:			
Project Description:			
Zoning:		Part of Unified Sign Plan:	

Section B: Applicant Information (for contact purposes)

Name:					
Address:					
City:		State:		Zip Code:	
Phone Number:		E-mail:			

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____

Property Owner Contract Purchaser

Name:					
Address:					
City:		State:		Zip Code:	
Phone Number:		E-mail:			

The undersigned property owner(s) or contract purchaser(s) hereby authorize(s) the filing of this application and authorize(s) on-site review by authorized staff.

Signature: _____ Date: _____

Parcel Identifier Number (PIN):

Individual Sign Application

Type of Sign	Zoning District	
	TC-1, TC-2, TC-3	CC, NC, OI-1, OI-2, OI-3, OI-4, MU-V, Ind
Ground sign-maximum area per display surface	8.0 square feet	15.0 square feet
Projecting sign- maximum area per display surface	8.0 square feet	8.0 square feet
Wall Sign-maximum percent of façade coverage	5 % 2.5% internally illuminated	5% 2.5% internally illuminated

Please provide the following information for each item, when preparing a sign application. All applications should be double-sided and complete – incomplete applications will not be accepted.

Section C: Submittal Requirements

1. Application Fee ([refer to fee schedule](#)) Fee Paid (\$):
2. Site Plan of entire zoning lot (no larger than 8.5 x 11)
3. Dimensional information and spreadsheet
4. Digital files – provide digital files of all images, plans, and documents
5. Registered Logo and proof of logo registration, if applicable
6. If sign is part of a Unified Sign Plan, please provide Unified Sign Plans materials

Section D: Site Plan

7. Location of all existing signs, including ground, wall or projecting signs
7. Site Plan including property boundaries, setbacks, streams, RCD boundaries, floodplain, sight distance triangles, easements, and sign location

Section E: Type of Sign

Wall Sign or Awning

The size of a wall sign is determined by percentage of building façade area – width X height. A wall sign cannot be placed above the 2nd floor. Text is limited to name of business, registered logo, trademark, or service mark (LUMO Section 5.14.5(a)). 3” letters or smaller do not count against allocation. A maximum of 15% of window area may be used for signage.

8. Image and sign placement (including in digital form)
9. Overall sign dimensions
10. Materials and colors
- a) Copy
- b) Background
- c) Returns/Raceways
- d) Trim
11. Type of illumination, if any
12. Font size and style
13. Text

Ground Sign

Ground signs are limited to one per street frontage. Text is limited to name of business, address, and registered logo, trademark, or service mark. Lot must have a minimum of 100 feet of road frontage. Sign must be located outside of the public right-of-way, sight distance triangles, some easements, and the Resource Conservation District. The base must be continuous with the ground (monument-like) and overall height no taller than 8 feet.

14. Sign image with dimensions
15. Base Material and dimensions

Projecting Sign

One projecting sign is allowed per business as long as the building is 20 feet wide (except in a TC zoning district). The base of sign must be at least 8 feet above grade and project no more than 4 feet from the building.

16. Means of support and materials

SIGN PLAN FACT SHEET

PROJECT NAME: _____

Type of Sign	Ground Sign	Wall/Awning Sign	Projecting Sign/ Window/Other:
Building Dimensions (height x length)			
Building Facade Area (square feet)			
Permitted Sign Area (5% or 2.5%)			
Dimensions of Sign (height x length)			
Proposed Sign Area (square feet)			
Height of Sign above ground/sidewalk			
Type of Illumination			
Information to be Displayed on Sign			
Sign Materials			
Letter Style (font)			
Letter Size (inches)			
Background Color			
Copy Color			