

**EPHESUS-FORDHAM
FORM DISTRICT SIGN
PERMIT APPLICATION**



TOWN OF CHAPEL HILL
Planning & Sustainability
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Section A: Project Information:

Parcel Identifier Number: _____ Date: _____

Property Address: _____

Zoning District: _____

Project Description: _____

Section B: Applicant, Owner and/or Contract Purchaser Information

Applicant Information (to whom correspondence will be mailed)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

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: _____

Owner/Contract Purchaser Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

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: _____

Ephesus-Fordham Form District Sign Permit Application

Instructions: complete section C, and each relevant sign subsection of section D. Attach all application materials per Sections E-G. Refer to LUMO Section 3.11.4.4 for requirements applicable to all signs.

Section C: Permitted Signs - Section 3.11.4.4

Sign Type	Zoning Districts *(Permissions)				Proposed # of signs	Meets Standards (Staff use only)
	WR Subdistricts		WX Subdistricts			
	Type A Frontage	Type B or No Frontage	Type A Frontage	Type B or No Frontage		
Wall Sign Sec 3.11.4.4.G	--	--	P	P		
Awning Sign Sec 3.11.4.4.H	--	--	P	P		
Canopy Sign Sec 3.11.4.4.I	--	--	P	P		
Projecting Sign Sec 3.11.4.4.J	--	--	P	P		
Crown Sign Sec 3.11.4.4.K	--	--	P	P		
Shingle Sign Sec 3.11.4.4.L	L	L	P	P		
Large Ground Sign Sec 3.11.4.4.M	--	L	--	P		
Cantilevered Ground Sign / Bracket Sign Sec 3.11.4.4.N	--	L	--	P		
Sidewalk Sign Sec 3.11.4.4.O	--	--	P	P		

*Key: P=Permitted, L=Permitted Only for Non-Residential Use, -- = Not Permitted

Building Façade Elevation (i.e. north)	Building Façade Area (BFA)	Maximum Sign Area allocation for wall, awning, canopy and projecting signs combined. (5% of BFA)

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Section D: Sign Standards Checklist

Sign Type	Standards Checklist	Standards	Proposed		Meets Standards (staff use)
Wall Sign Sec 3.11.4.4.F	Façade Elevation	NA			
	Height above sidewalk (max)	18 ft			
	Sign area allocation (sq. ft.)	5% max of the area of the building façade			
	Maximum Projection—measured from building façade	12 in			
	Raceway (max % of letter height)	50%			
	Number of Signs (max)	1 per establishment per street frontage			
Awning Sign Sec 3.11.4.4.G	Façade Elevation	NA			
	Display Surface (max)	9 SF			
	Width (max % of awning width/depth)	75%			
	Height of text and graphics on valance (max)	2 ft			
	Clear height above sidewalk (min)	10 ft			
	Sign area allocation (sq. ft.)	5% max of the area of the building façade			
	Number of signs (max)	1 per awning			
Canopy Sign Sec 3.11.4.4.H	Façade Elevation	NA			
	Width (max % of canopy width)	75%			
	Height of text and graphics (max)	2 ft			
	Depth (max)	1 ft			
	Raceway (max % of letter height)	50%			
	Clear height above sidewalk (min)	10 ft			
	Sign area allocation (sq. ft.)	5% max of the area of the building façade			
	Number of Signs (max)	1 sign per canopy			

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Section D: Sign Standards Checklist

Sign Type	Standards Checklist	Standards	Proposed		Meets Standards (Staff Use)	
Projecting Sign Sec 3.11.4.4.I	Façade Elevation	NA				
	Height (max)	Mounted below 2nd floor	4 ft			
		Mounted between 2nd and 3rd floor	8 ft			
		Mounted above 3rd floor	12 ft			
	Spacing from building façade (min/max)	1ft/2ft				
	Projection width (max)	6 ft				
	Depth (max)	1 ft				
	Clear height above sidewalk (min)	10 ft				
	Number of Signs (max)	1 per establishment per street frontage; located at least 25 feet from any other projecting or shingle sign				
	Sign area allocation (sq. ft.)	5% max of the area of the building façade				
	Crown Sign Sec 3.11.4.4.J	Façade Elevation	NA			
Building height (min)		55 ft/4 stories				
Display Surface (max)		250 SF				
Height (max)		8 ft				
Projection—measured from building façade (max)		3 ft				
Width (max % of façade width)		75%				
Raceway (max % of letter height)		25%				
Number of Signs (max)		1 per building façade; 2 per building				

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Section D: Sign Standards Checklist

Sign Type	Standards Checklist	Standards	Proposed		Meets Standards (Staff Use)	
Shingle Sign Sec 3.11.4.4.K	Façade Elevation	NA				
	Distance from accessible building entrance (max)	5 ft				
	Display surface (max)	9 SF				
	Height (max)	3 ft				
	Spacing from building façade (min/max)	6in/12in				
	Projection width (max)	3 ft				
	Depth (max)	6 in				
	Clear height above sidewalk (min)	10 ft				
	Number of Signs (max)	1 per establishment per street frontage; must be located at least 25 feet from any other shingle or projecting sign.				
Large Ground Sign Sec 3.11.4.4.L	Façade Elevation	NA				
	Distance from property line (max)	Front	10 ft			
		Side	15 ft			
	Display surface (max)	32 SF				
	Height (max)	10 ft				
	Width (max)	10 ft				
	Number of Signs (max)	1 per street frontage; spaced a minimum of 150 feet apart from other ground signs				

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Section D: Sign Standards Checklist

Sign Type	Standards Checklist	Standards	Proposed	Meets Standards (Staff Use)
Cantilevered Ground Sign / Bracket Sign Sec 3.11.4.4.M	Façade Elevation	NA		
	Distance from front/side lot line (min)	5ft/5ft		
	Display surface (max)	9 SF		
	Structure height (max)	5 ft		
	Sign height (max)	3 ft		
	Sign width (max)	3 ft		
	Number of Signs (max)	1 per street frontage; located at least 25 feet from any other single post sign		
Sidewalk Sign Sec 3.11.4.4.N	Façade Elevation	NA		
	Display surface (max)	9 SF		
	Sign height (max)	5 ft		
	Sign width (max)	3 ft		
	Number of Signs (max)	1 located adjacent to the primary façade; up to 8 feet from the primary façade; located at least 25 feet from any other sidewalk sign		

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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.**

Fee Paid (\$):

Section E: General Submittal Requirements

1. **Application Fee (refer to fee schedule)**
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. **If sign is part of a Unified Sign Plan, please provide Unified Sign Plans materials**

Section F: Site Plan

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

Section G: Specific Submittal Requirements per sign type

Wall Sign

A wall sign is attached to or painted on a wall or building, with the exposed display surface of the sign in a plane parallel to the plane of the wall to which it is attached or painted, and including signs affixed to or otherwise displayed on or through a façade window. A maximum of 1 wall sign per individual establishment per street frontage is allowed.

1. Image and sign placement
2. Overall sign dimensions
3. Materials and colors
4. Type of illumination, if any
5. Font size and style (only if part of unified sign plan)
6. Text (only if part of a unified sign plan)

Awning/ Canopy Sign

An awning sign is a sign where graphics or symbols are painted, sewn, or otherwise adhered to the awning material as an integrated part of the awning itself. A canopy sign is a sign placed on a canopy so that the display surface is parallel to the plane of the front building façade. A maximum of 1 awning sign is permitted per awning. A maximum of 1 canopy sign is permitted per canopy.

Please include information regarding:

1. Image and sign placement
2. Overall sign dimensions
3. Materials and colors
4. Type of illumination, if any
5. Font size and style (only of part of a unified sign plan)
6. Text (only if part of a unified sign plan)

Projecting Sign

A projecting sign is a sign applied to or mounted to the wall or surface of a building or structure. The display surface of the sign projects 12 inches or more from the outside wall of the building or structure. A maximum of 1 projecting sign is permitted per individual establishment per street frontage. A projecting sign must be located at least 25 feet from any other projecting sign or single sign.

Please include information regarding:

1. Means of support and materials

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Projecting Sign (continued)

2. Image and sign placement
3. Overall sign dimensions
4. Materials and colors
5. Type of illumination, if any
6. Font size and style (only of part of a unified sign plan)
7. Text (only if part of a unified sign plan)

Crown Sign

A crown sign is a wall sign extending not more than 3 feet from the building façade located on the upper horizontal band of a building at least 55 feet and 4 stories in height. No more than 1 crown sign per building façade and no more than 2 crown signs per building are permitted. No more than 1 tenant can be identified on the sign.

1. Image and sign placement
2. Overall sign dimensions
3. Materials and colors
4. Type of illumination, if any
5. Font size and style (only if part of unified sign plan)
6. Text (only if part of a unified sign plan)

Shingle Sign

A shingle sign is a small projecting sign that hangs from a bracket or support and is located over or near a building entrance. A maximum of 1 shingle sign or projecting sign is permitted per individual establishment per street frontage. A shingle sign must be located at least 25 feet from any other shingle sign or projecting sign.

1. Means of support and materials
2. Image and sign placement
3. Overall sign dimensions
4. Materials and colors
5. Type of illumination, if any
6. Font size and style (only if part of unified sign plan)
7. Text (only if part of a unified sign plan)

Ground Sign

A ground sign is a free-standing sign attached to a contiguous structural base or planter box, which base or box must be of the same width as or greater width than a message portion of the sign, and is permanently affixed to the ground. Ground signs do not include free standing signs supported by poles. One ground sign is permitted per street frontage. Ground signs along the same street frontage must be spaced a minimum of 150 feet apart.

Please include the following information:

1. Sign image with dimensions
2. Base material and dimensions
3. Materials and colors
4. Type of illumination, if any
5. Font size and style (only if part of unified sign plan)
6. Text (only if part of a unified sign plan)

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Bracket (Cantilevered Ground) Sign

A bracket sign is wholly independent of a building for support, and is instead permanently fixed to and supported by a post, where the sign hangs from a bracket or support. Only 1 bracket sign is permitted per street frontage. A bracket sign must be located at least 25 feet from any other single post sign.

1. Means of support and materials
2. Image and sign placement
3. Overall sign dimensions
4. Materials and colors
5. Type of illumination, if any
6. Font size and style (only if part of unified sign plan)
7. Text (only if part of a unified sign plan)

Sidewalk Sign

A sidewalk sign is a moveable sign not secured or attached to the ground or surface upon which it is located. Each ground floor tenant can have 1 sidewalk sign located adjacent to the primary façade with the principal customer entrance, or up to 8 feet from that façade. A sidewalk sign must be located at least 25 feet from any other sidewalk sign.

1. Image and sign placement
2. Overall sign dimensions
3. Materials and colors