



# Sign Permit Application

A RENDERING OF THE SIGN, WORDING, DIMENSIONS AND METHOD OF SUPPORT MUST BE PROVIDED.  
LOCATION OF THE SIGN AS IT RELATES TO THE BUILDING, PROPERTY LINES AND SIDEWALKS ALSO REQUIRED.  
**A PERMIT FEE OF \$50.00 PER SIGN WILL BE DUE UPON APPROVAL OF THE APPLICATION.**  
**SIGNAGE IS NOT AUTHORIZED UNTIL THE FEE HAS BEEN PAID AND THE PERMIT HAS BEEN ISSUED.**

Property Owner/Tenant: \_\_\_\_\_

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

Property Use: \_\_\_\_\_

Zoning: \_\_\_\_\_ PIN: \_\_\_\_\_ Lot frontage: \_\_\_\_\_ lineal ft. Building frontage: \_\_\_\_\_ lineal ft.

Type of Sign: \_\_\_\_\_ Ground \_\_\_\_\_ Wall \_\_\_\_\_ Window \_\_\_\_\_ Roof \_\_\_\_\_ Other: \_\_\_\_\_

Size: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft. Projection: \_\_\_\_\_

Height to bottom, above sidewalk: \_\_\_\_\_ ft. Setback from Public ROW (ground sign): \_\_\_\_\_ ft.

Illuminated? \_\_\_\_\_ Method: \_\_\_\_\_

Frame material: \_\_\_\_\_ Face material: \_\_\_\_\_

Support material: \_\_\_\_\_ Single face: \_\_\_\_\_ Double face: \_\_\_\_\_

The undersigned hereby makes application for a sign permit to install the sign described herein and agrees to comply with all applicable laws and regulations. The applicant understands and agrees that installation of the sign is subject to inspection.

Name of Applicant: \_\_\_\_\_ Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Cindy Williams at (910) 692-4003 or [cwilliams@southernpines.net](mailto:cwilliams@southernpines.net) for assistance.

\_\_\_\_\_ This application for a sign permit is **APPROVED** as presented. No changes may be made without the consent of a Town of Southern Pines Planning & Development Department official.

\_\_\_\_\_ This application for a sign permit is NOT APPROVED as presented for the following reason(s):  
\_\_\_\_\_

Date: \_\_\_\_\_ Planning & Zoning Official Permit No.: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

TOWN OF SOUTHERN PINES PLANNING & DEVELOPMENT DEPARTMENT  
 180 SW BROAD STREET  
 SOUTHERN PINES, NORTH CAROLINA 28387  
 910-692-4003  
[www.southernpines.net](http://www.southernpines.net)