

**Selma Planning & Economic
Development Department**

100 N. Raiford Street
Selma, North Carolina 27576

Phone (919) 965-9851 Fax (919) 965-8517
www.selma-nc.com



SIGN ZONING PERMIT 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 Selma Planning and Economic Development Department at (919) 965-9851 or e-mail: PlanningDirector@selma-nc.com

Please complete the following information; and submit with site plan and drawings, prepared by either a NC Professional Surveyor, NC Licensed Engineer or Architect, demonstrating compliance with Selma's Municipal Code provisions pertaining to signs. (Note: A copy of the Municipal Code is available on the Town's Web Site. Please refer to Chapter 17, Article XI.

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:

Johnston Co. Tag ID number:

Individual Sign Application

Please provide the following information for each item, when preparing a sign application. All applications should be double-sided and complete.

Section C: Submittal Requirements

- 1. Application Fee ([refer to fee schedule](#))
- 2. Site Plan of entire zoning lot
- 3. Dimensional information and spreadsheet
- 4. If sign is part of a Unified Sign Plan, please provide Unified Sign Plans materials (See Chapter 17, Section - 291)

Section D: Site Plan

- 5. Location of all existing signs, including ground, wall or projecting signs
- 6. Site Plan including property boundaries, setbacks, streams, 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.

- 8. Image and sign placement
- 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

Freestanding Signs

Freestanding signs are limited to one per street frontage. Sign must be located outside of the public right-of-way, sight distance triangles, and some easements.

- 14. Sign image with dimensions
- 15. Base Material and dimensions
- 16. Landscape area around base of sign = ½ of the sign area. Specify area and plantings.

Outdoor Advertising Signs.

In accordance with Chapter 17, Article 17-292 of Selma's Municipal Code, outdoor advertising signs are permitted along Interstate 95 and U.S. Highway 70 in the Town's planning jurisdiction

- 17. Application to demonstrate compliance with provisions

Projecting Sign

- 18. Means of support and materials
- 19. Clearance above ground.
- 20. Sign Projection distance from building.

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			
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			