



Town of Selma
 Planning & Economic Development
 114 N. Raiford St.
 Selma, NC 27576
 P: 919-965-9841
 F: 919-965-4637
 www.selma-nc.com

COMMON SIGN PLAN APPLICATION

Pursuant to Article XI "Signs" of the Town of Selma Unified Development Code, where multiple building-mounted signs of the same type (including wall, ground and awning signs) are proposed for display on a building or group of buildings situated upon the same property or within a common development, such as a shopping center, the owner or developer shall submit a common signage plan that details a uniform approach to the permitted sign material(s), type of illumination and style of signage. Following the submission of the common signage plan, all signs installed within the area covered by the plan shall conform to the submitted plan. Common signage plans may only be altered following their submission if the original applicant or their successor agrees to modify all affected signage within the area covered by the plan to meet the new standard.

Application Fee: \$100.00 Fees are due at the time of application submittal and are non-refundable

SIGN TYPE(S)

Check all that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Freestanding/Monument Sign | <input type="checkbox"/> Pole Sign |
| <input type="checkbox"/> Window Sign | <input type="checkbox"/> Blade/Projecting/Hanging | <input type="checkbox"/> Awning/Canopy/Marquee |
| <input type="checkbox"/> Electronic Changeable Message | <input type="checkbox"/> Portable Message/Sandwich Sign | |

SITE INFORMATION

Write "N/A" if not applicable. Use additional sheets if necessary.

Development Name: _____
 Property Address: _____
 Johnston County Tag #(s): _____

- Multi-tenant building / Shopping Center Multi-building development

Description of Development: _____

Overlay District: Historic Water Supply Watershed None

Will the signs be illuminated? No Yes If Yes, describe illumination: _____

STAFF USE

Date Received: _____ Amount Paid: _____ Permit #: _____

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

REQUIRED INFORMATION

*The following items must accompany a Common Sign Plan application (if not applicable, check "n/a")
For Town of Selma Unified Development Code requirements, see Article XI, "Signs"*

	Yes	N/A
1. Permit Review Fee		
2. Completed and signed application		
3. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this application packet.</i>		
4. A common sign plan which sets requirements for all signs on the property: <ul style="list-style-type: none"> - Sign location, size, dimensions, height (may specific maximum and/or minimum requirements as applicable) - Allowed sign styles and materials - Allowed colors - Method of illumination (if any) - Electrical connections (if applicable) - Note that all electrical equipment including meter shall be completely screened from view or seamlessly integrated into the design - Landscaping specifications if applicable - Any other applicable specifications - <i>The Planning Director/Administrator may allow less information or require more information to be submitted according to the needs of the particular case.</i> 		
5. Color graphic/image of typical sign design(s) *For wall signs, include a graphic depiction of how sign will look on wall.		

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Common Sign Plan application. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.

Print Name

Signature of Applicant

Date

STAFF ANALYSIS (completed by staff)

Zoning District: _____ City Limits Extraterritorial Jurisdiction

Lot Size: _____

Associated Project Approval Project #(s): _____

Flood Zone and FIRM Map #: _____

Water Supply Watershed Protection District: Yes No

Historic District: Yes No

Utility Services: City Water Well City Sewer Septic Tank Gas Electricity

Is Structure in the Right-of-Way of any of the following (check all that apply):

City Utilities Railroad NCDOT or City Road Proposed Thoroughfare None

	Required	Provided
Lot Area		
% of Impervious Surface		
Lot Width		
Setbacks		
Front		
Side		
Rear		
Max Building Height - Principal		
Max Building Height - Accessory		
Accessory Building Setbacks		

Comments:



Town of Selma
Planning Department
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name)	(Address)
	(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name)	(Address)
(Owner's Signature)	(City, State, Zip)