



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

TEMPORARY SIGN PERMIT APPLICATION

Section 17-1108 of the Town of Selma Unified Development Ordinance governs temporary signage.

Application Fee: \$50.00
Fees are due at the time of application submittal and are non-refundable

TEMPORARY SIGN TYPE

Residential Non-Residential

Check all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Air Activated Sign | <input type="checkbox"/> Construction Fence Wraps | <input type="checkbox"/> Sandwich Board |
| <input type="checkbox"/> Balloon/Inflatables | <input type="checkbox"/> Flags | <input type="checkbox"/> Yard Sign |
| <input type="checkbox"/> Banner | <input type="checkbox"/> People Sign | <input type="checkbox"/> Window Sign |
| <input type="checkbox"/> Blade/Feather Sign | <input type="checkbox"/> Projected Image | |

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: _____

SITE INFORMATION

Write "N/A" if not applicable.

Business Name: _____
 Property Address: _____
 Johnston County Tag #: _____

STAFF USE

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

SITE INFORMATION, CONTINUED

Date sign will be placed: _____ Date sign will be removed: _____

Property type: Residential Non-Residential Multi-Family Residential

Is the development in a multi-tenant building or shopping center, or on a multi-building parcel? Yes No

Historic District? Yes No If Yes, list District: _____

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

Construction Cost: _____

REQUIRED INFORMATION

*The following items must accompany a Sign Permit application (if not applicable, check "n/a")
For Town of Selma Unified Development Code requirements, see Article XI, "Signs" and Section 17-1108
"Temporary Signs."*

Item	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.</i>		
4. Color graphic/image of sign. - List sign style, materials used, and method of illumination (if any)		
5. Map of property showing sign location, size, dimensions, height		
<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>		

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Temporary Sign Permit. 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

Business/
Development Name: _____

Historic District: Yes No

Is Sign in the Right-of-Way of any of the following (check all that apply):
 City Utilities Railroad NCDOT or City Road Proposed Thoroughfare None

Comments:



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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)