



**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

## SIGN PERMIT APPLICATION

Pursuant to Article XI "Signs" of the Town of Selma Unified Development Code, no sign shall be constructed, erected, placed or replaced until a sign permit has been issued.

**Application Fee:** \$50.00 (regardless of # of signs)  
Outdoor Advertising Sign (billboard): \$100.00  
**Fees are due at the time of application submittal and are non-refundable**

### SIGN TYPE

Check all that apply:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Wall Sign                     | <input type="checkbox"/> Freestanding/Monument Sign     | <input type="checkbox"/> Pole Sign             |
| <input type="checkbox"/> Billboard                     | <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 | <input type="checkbox"/> Window Sign           |

### 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**

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

Overlay District:  Historic     Water Supply Watershed     None

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"*

	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. A sign plan which shows: <ul style="list-style-type: none"> <li>- Sign location, size, dimensions, height</li> <li>- For wall signs, include the square footage of the first fifteen (15) feet in height of the wall face upon which the sign is located</li> <li>- Sign style</li> <li>- Materials</li> <li>- Method of illumination (if any)</li> <li>- Electrical connections (if applicable)</li> <li>- For electrical connections, show electric meter and/or associated equipment. Note that all electrical equipment including meter shall be completely screened from view or seamlessly integrated into the design</li> <li>- Landscaping area, with dimensions, types and number of plantings</li> <li>- <b><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></b></li> </ul>		
5. Color graphic/image of sign. For wall signs, include a to-scale 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 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

Lot Size: \_\_\_\_\_

Associated Project Approval Project #(s): \_\_\_\_\_

Business/  
Development Name: \_\_\_\_\_

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		
<b>Setbacks</b>		
Front		
Side		
Rear		
Max Building Height - Principal		
Max Building Height - Accessory		
Accessory Building Setbacks		

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)

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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)