



**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 (per every sign)  
*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<br><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:

---



---



---



---



---



---

