



Town of Selma
Planning & Economic Development
212 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: Permanent Sign: \$50 per sign

Outdoor Advertising Sign (billboard): \$100.00 per sign

Temporary Sign: \$30 per sign

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"/> Temporary: Banner or Feather | <input type="checkbox"/> Portable Message |

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">- Sign location, size, dimensions, height- 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- Sign style- Materials- Method of illumination (if any)- Electrical connections (if applicable)- 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- Landscaping area, with dimensions, types and number of plantings- The Planning Director/Administrator may allow less information or require more information to be submitted according to the needs of the particular case. | | |
| 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

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

| | Maximum | Provided |
|-----------|---------|----------|
| Sign Area | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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)