

CHECKLIST FOR SIGN PERMITS FOR CITY OF CHARLOTTE

(**ITEMS REQUIRED OR PERMIT APPLICATION IS SUBJECT TO BEING DENIED)

APPLICATION FOR SIGN PERMIT

LOCATION (All areas must be completed)

1. **Street, Street #, Street Name, (AV, RD,ST, etc), Suite/Unit
2. **Property Owner, Address, City, State, Zip code, Phone #
3. Provide tax parcel # if available.
4. **Property Use
5. Remarks (if any)

CONTACTS (All areas must be completed)

1. **Property Owner, Address, City, State, Zip Code, Phone #
2. **Sign Owner, Phone #, Address, City, State, Zip Code
1. **Sign Contractor, Phone #, Address, City, State, Zip Code, Contractor #, Contact Person. Sign contractor # can be obtained from Mecklenburg County Revenue Collections.

PROPOSED SIGNAGE (All areas must be completed)

1. **Category and Type of Sign
2. **Sign Description (verbiage on sign)

PROPOSED ATTACHED OR DETACHED SIGN (All applicable areas must be completed)

1. **Complete the section appropriate for the type of sign proposed (detached or attached). All areas in yellow MUST be completed. If the application reflects that existing signage is present on the property, existing sign information MUST be provided along with supporting documentation.

AREAS SHADED IN PINK ARE RESERVED FOR STAFF

DRAWINGS FOR SIGN PERMIT APPLICATION (PAGE 2)

LOCATION

1. **Street, Street #, Street Name, (AV, RD,ST, etc), Suite/Unit
2. Tax Jurisdiction

DRAWINGS

1. **DRAW NEW AND EXISTING SIGNS, STREET R/W'S, DRIVEWAYS, SIGHT DISTANCE TRIANGLES, ETC (MUST SHOW EXACT MEASUREMENTS FOR ALL EXISTING AND PROPOSED SIGNS)

ADDITIONAL INFORMATION REQUIRED

1. **Two (2) blueprints or inked, scaled drawings of the plans and specifications of the sign to be erected or affixed as deemed necessary by Neighborhood & Business Services. Such plans may include but shall not be limited to details of dimensions, materials, copy, and size of the proposed sign. For wall signs, dimensions of the building wall on which the sign is to be affixed and the location and the size of existing wall signs shall also be included. Scaled drawings are to be submitted on no larger than 8.5 x 14 inch paper and must be clearly legible.
2. **Photos of existing signs are required to be attached to application.
3. **New detached signs must have a separate address and documentation submitted with sign permit application. Addresses can be obtained from Mecklenburg County Land Records & Addressing Division.

STAFF RESPONSIBILITY UPON ACCEPTANCE OF PERMIT APPLICATION

1. Make sure that all sections of the sign permit application are completed by the customer.
 - a. If application is not complete, stamp the application DENIED and highlight the information causing the application denial. Make a copy of application and give the copy to the customer. Place the application in the DENIED basket with all attachments. Customer must submit a new application with new attachments. If the customer is not readily available, mail or fax copy to customer showing reason for denial of application.
 - b. If application is complete, enter the Tax Parcel #, Zoning, and Street Classification. Time stamp the sign permit application and place in the Incoming Sign Application basket.
2. The assigned zoning staff to process sign permits will retrieve the application and make a copy of the sign application for Q/A process. Staff will then review and either approve or deny the permit request and make the necessary notes on the application along with an additional note/instruction page.
3. Once the permit application is approved, the application package will be placed in a designated basket for County Staff to complete the data entry for the permit. When the County staff completes the data entry, the paperwork will then be given back to us for disbursement to the customer and the field inspector.

NOTES: If the sign company representative does not know their contractor #, send them to Revenue Collections for that information.