

Common Signage Plan Application

Zoning Permit

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



Prior to the issuance of a sign permit for one or more buildings or businesses in the same project, a common signage plan approved in accordance with the requirements of Unified Development Ordinance (UDO) Sections 7.3.16.H and 10.2.12 is required. This requirement applies to any building which has more than one establishment or any unified developments such as an office or industrial park, shopping center, shopping area, etc.

Submittal Requirements: This form contains the minimum information required for common signage plans. Please complete this form and submit it via the Permit and Development Portal. In addition to this form also provide the application fee, plans, graphics, and written information that explains how signage will be coordinated. Please be advised that all signs erected on this premise must comply with the requirements set forth below as part of the Common Signage Plan, as well as requirements of the City of Raleigh UDO.

Note: A Common Signage Plan does not grant permission to install signage. Individual sign permit applications shall be submitted for review prior to installation.

APPLICANT INFORMATION

Applicant (if different from owner):		Date:
Address:		
City:	State:	Zip Code:
Phone:	Email:	

PROPERTY OWNER INFORMATION

Property owner name:		
If an LLC provide the name person(s) authorized to sign on behalf of the LLC:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	

DEVELOPMENT / PROJECT INFORMATION

Development and/or project name:		
Address of the development and/or project:		
Property Identification Number (PIN):		
Has the associated Common Signage plan been approved, if required: Yes: _____ No: _____ N/A: _____		
If Yes, provide the associated case number:		Approval Date:

Type of Sign(s)

(Select all that apply - All other signs shall be prohibited)

Wall Sign	Projecting Sign	Awning, Gallery, Marquee Sign	Window Sign
Low Profile	Medium Profile	High Profile	Tract Identification Sign
A-Frame Sign	Off-Premise Sign	Vehicular Sign	Other: _____

Sign Placement

Wall Sign	Door	Other:
Ground - A survey or plot plan must be submitted for all ground signs.		

Colors

Be specific and give paint, vinyl, or Pantone color numbers. At least one color must be specified. Maximum of 7 colors to be applied to the sign and its background. Colors shall be in addition to black and white.

1):	2):	3):	4):
5):	6):	7):	

Script/Font Information

Script/Font type (at least one type must be specified):

Minimum letter height:

Maximum letter height:

Supporting Documentation

Is supporting documentation included with the proposed Common Signage Plan? Yes: _____ No: _____

If yes, please list the documents:

ACKNOWLEDGEMENT OF STANDARDS

Checking the following items affirms the proposed Common Signage Plan will comply with all listed items.

No provisions of a common signage plan may be approved that exceed or are otherwise in conflict with the UDO sign regulations. Refer also to UDO Section 7.3.16.H., Common Signage Plan, of the UDO for additional information.

After approval of a common signage plan, no sign shall be erected, placed, painted or maintained, except in conformance with the common signage plan regulations of the UDO.

Revisions to an approved common signage plan shall require documentation from all tenants on the property prior to approval. (UDO Section 10.2.12.D.)

It shall be the responsibility of the applicant to enforce the terms of the common signage plan and a current copy of such plan, including any amendments, must be kept on file with the City of Raleigh.

All signs not conforming to the proposed common signage plan shall be required to comply at the time of application for a new sign permit.

REQUIRED SIGNATURE

The undersigned agrees that the proposed Common Signage Plan described in this application, for which this permit is applied for will be maintained in all respects in accordance with the specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh UDO.

APPLICANT

Applicant name (printed):

Address:

City:

State:

Zip Code:

Phone #:

Email:

Applicant signature:

Date:

PROPERTY OWNER

This application must be signed by the owner or owner's authorized representative. If this application is not signed by the owner, documentation must be provided verifying signatory authority.

Property owner name (printed):

Address:

City:

State:

Zip Code:

Phone #:

Email:

Applicant signature:

Date: