



VILLAGE OF WESLEY CHAPEL

6490 Weddington Road
Wesley Chapel, NC 28104
www.wesleychapelnc.com
704/839-0182

Sign Permit Checklist

Applications must be COMPLETE with required documents in order to be considered. Refer to §156.155 of Wesley Chapel, North Carolina's Code of Ordinances for a complete list of regulations. All signs must comply with Union County building code regulations.

Step 1: Complete Sign Permit Application

Please ensure that signs comply with the following. See back page for prohibited signs.

- 1) An approved permit application must be received prior to building, modifying and placing any signs. This includes signs used for non- or not-for-profit organizations to promote events, fund-raising or general community interest (churches, emergency service providers community service organizations, religious, charitable, civic, fraternal organizations) and signs for businesses to advertise sales events and grand openings.
- 2) For *new construction*, a sign permit application cannot be submitted prior to the submittal for construction plan review. Entrance signs for *new subdivisions* are reviewed by the Planning Board as part of the Preliminary Plat approval.
- 3) Signs may be posted no earlier than thirty (30) days before the advertised date of planned activity and must be removed no later than five (5) days thereafter.
- 4) Signs cannot be larger than twenty-four (24) square feet in area.
- 5) Temporary must be located outside of the Public Right-of-Way and must be located in such a way as not to obstruct vision and sight distance of motorists and pedestrians. Any unauthorized signs placed on public property or within a public right-of-way may be taken down and destroyed without prior notification to the sign owner. In addition to other remedies hereunder, the Zoning Administrator shall have the right to recover from the owner or person placing such a sign the full costs of removal and disposal of such sign.
- 6) Signs not located on applicant's property must provide written permission of property owner.
- 7) Mounting- Signs must be mounted or attached to a building or ground in a secure manner and must be constructed with rigid, all-weather material in a way that retains sound structural condition.
- 8) Illuminated Signs- no signs can be used that are illuminated by flashing, intermittent, rotating or moving lights. Any lighted sign or lighting device cannot cast light upon a public right-of-way or adjacent property in a way that causes glare, intensity or reflection which may constitute a traffic hazard or a nuisance.

Step 2: Provide Required Documents

- 1) Include a site plan, which can be obtained from [Union County GIS](#) with the location and positions of proposed signs drawn in. Applications for permanent signs must have a setback of 10' shown on the plan.
- 2) Include pictures of proposed signs. Must show the scale (height, width, length, distance from ground), size of the sign face and text and graphics to be used.

Step 3: Pay the Permit Fee

Temporary (Business) for Grand Openings/Special Events-Banners & Pennants (\$50); Temporary for Community Interest/Fundraising (\$50)

- 1) Non-Profit and Not-for Profit organizations are exempt from permit fees. Verification must be provided.
- 2) Only one fee is charged if multiple signs are applied for in the same application, provided those signs are to be displayed at the same time and for the same property or event.
- 3) Send application and check or cash to Village of Wesley Chapel, 6490 Weddington Road, Wesley Chapel, NC 28104 or drop off to Town Hall. Application can be emailed to adminassist@wesleychapelnc.com
- 4) There is a processing time of 3-7 days. You will be contacted when permit is processed. Permits are void after one year of project inactivity and must be reapplied for if expired.



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The following types of signs do not require a permit:

- official government, emergency, safety & signs required to be posted by law
- signs established by governmental agencies; posted signs (i.e. warning, no trespassing, private property, directional); signs for candidates seeking public office
- small wall signs (i.e. identification, name, or address signs)
- yard Signs (i.e. signs typically used for sale, rent, lease, of residence, produce, yard sale, lost pet, etc.)
- window coverings (if less than 50% of window area)
- historical plaques, tablets, or markers placed by a federal or state government agency
- vehicular signs
- internal signs
- sandwich board signs

The following signs are prohibited within all zoning districts:

- all off-premises signs, including billboards, except where expressly allowed
- all portable signs, except those authorized elsewhere in the Ordinance
- flashing signs (electronic message board signs are not considered to be flashing signs)
- any sign which the Zoning Administrator determines to obstruct visibility
- exposed neon, incandescent, or non-changing light emitting diode (LED) signs (except for interior window signs in compliance with window signage regulations) exceeding two (2) square feet
- any sign placed upon a traffic control sign, tree, or utility pole
- any permanent sign that is an inflatable device
- animated signs
- signs temporarily attached to vehicles
- awning signs
- handwritten signs (including temporary signs and window signs)
- signs advertising temporary uses
- roof signs
- window signs covering more than fifty percent (50%) of window area



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Office Use Only
Permit # _____
Date _____
Cash or Check # _____
Amount Paid _____

SIGN PERMIT APPLICATION

- Permit Type:** Permanent Sign (\$100)
 TEMPORARY (Business) Grand Openings/Special Events-Banners, Pennants (\$50)
 TEMPORARY (Non- or Not-For-Profit) Community Interest/Fundraising (\$50)

Existing Zoning: R-40 RA-40 R-20 RUC CZ R-40 (Senior Housing) O-I L-I B-1/B-2

Lot Information		
Applicant Name		Name of Company/Organization
Applicant Address		
Parcel ID #	Email	Contact Phone #

*****All signs must be located outside of the Public Right-of-Way and must be located in such a way as not to obstruct vision and sight distance of motorists and pedestrians.*****

of Proposed Signs _____ **# of Existing Signs on Property** _____ **Placement of Signs:** On-Premises Off-Premises

Provide Location Name/Address of each requested sign

- 1) _____
- 2) _____
- 3) _____

Type of Sign: Attached to Building Pole- or Post-Mounted Banner Pennant Monument Other

Total Area (length, height, width) of each sign _____

How far off the ground will the sign be? _____

What are the dimensions of the text portion (per side)? _____

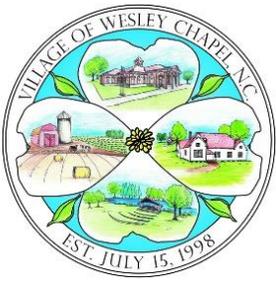
Where will the signs be placed (what part of building, name of street frontage) _____

Describe type of mounting that will be used _____

If sign is permanent, what construction materials will be used? _____

Lighting: Internal Lighting External Lighting No Lighting

For permanent signs, please attach a site plan that show the setbacks (minimum 10' required)



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I HEREBY CERTIFY that all of the information provided for this application and all attachments is true and correct to the best of my knowledge. I further certify that I am familiar with all requirements of the Village of Wesley Chapel Zoning Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the Village of Wesley Chapel.

I HEREBY STATE, I am aware that I must apply for a foundation permit prior to construction upon that foundation. I am aware that no variance may be granted by the Board of Adjustments and no Certificate of Zoning Compliance may be issued until the structure is in complete compliance.

APPLICANT SIGNATURE _____ **DATE** _____

THIS PERMIT IS: APPROVED DENIED **EXPIRES:** _____

ZONING ADMINISTRATOR _____ **DATE** _____