



Town of Waxhaw Planning and Inspections Department
1150 N. Broome St, PO Box 617 Waxhaw, NC 28173
704-843-2195
www.waxhaw.com

SIGN PERMIT

Date Received _____ Permit Fee _____ Permit Case Number _____

Applicant Name	Phone Number	Mailing Address
Email Address		
Business Name	Business Address	<i>Parcel Number: Zoning:</i>
Description of Business		
APPLICANT SIGNATURE I hereby certify that all of the information provided for this application is, to the best of my knowledge, accurate and complete. X _____		

Are you the property owner? <input type="checkbox"/> <i>Yes (STOP HERE)</i> <input type="checkbox"/> <i>No (Property Owner Completes Below)</i>		
Property Owner Name	Phone Number	Mailing Address
PROPERTY OWNER SIGNATURE I hereby certify that all of the information provided for this application is, to the best of my knowledge, accurate and complete. X _____		

Sign Type <input type="checkbox"/> Window/Door Sign <input type="checkbox"/> Awning/Canopy Sign <input type="checkbox"/> Blade Projecting Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Theater Marquee Sign <input type="checkbox"/> Post & Arm Sign <input type="checkbox"/> Residential Monument Sign <input type="checkbox"/> Non-Residential Monument Sign <input type="checkbox"/> Pylon Sign <input type="checkbox"/> <i>Temporary</i>		
Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Internal <input type="checkbox"/> External	Sign Structure <input type="checkbox"/> Freestanding <input type="checkbox"/> Mounted	Sign is for a/an: <input type="checkbox"/> Building <input type="checkbox"/> Development <input type="checkbox"/> Home Occupation <input type="checkbox"/> Event
Sign Dimensions Sign Height _____ ft Sign Width _____ ft Sign Area _____ sqft Area of wall (<i>if it is a wall sign ONLY</i>) _____ sqft		

This permit application must be accompanied by detailed plans, including scaled drawings of the proposed sign, a detailed site plan and visual renderings of the sign showing dimensions and what it will look like when it is placed. If any work associated with this permit has not been completed within *six months* of the date of the issuance of the permit, this permit will lapse and become null and void. Please see Chapter 10 “Signs” of the Waxhaw Land Development Code for reference and to view other sign regulations such as size, placement, and maximum number of signs allowed. The Land Development Code can be found on the Town website.



DRAWINGS FOR SIGN PERMIT APPLICATION

ALL EXISTING AND PROPOSED SIGNS ARE SHOWN WITH EXACT MEASUREMENTS

	Sign Location Address: _____ Parcel ID: _____ Contact: _____	
E X A M P L E S	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Sight Distance Triangle</p> <p>25' Street</p> <p>25' Street or Driveway</p> <p>Sight triangle prohibited sign location except where specifically permitted per the UDO</p> </div> <div style="text-align: center;"> <p>Attached/Wall Sign</p> <p>Length ft. - in.</p> <p>Width ft. - in.</p> <p>Height ft. - in.</p> <p>Sign Area = Length x Width _____ Sq. Ft.</p> </div> <div style="text-align: center;"> <p>Freestanding Sign</p> <p>Length ft. - in.</p> <p>Width ft. - in.</p> <p>Sign Area = Length x Width _____ Sq. Ft.</p> </div> </div>	
	<p>Draw New and Existing Signs, Street Right Of Way, Driveways, Sight Distance Triangles Etc. (Separate application and drawings required for each sign)</p> <p>Please note: Sign proposed within public right-of-way requires an approved encroachment agreement</p>	
	<p>Site Plan</p> <p>(Show proposed sign location with surrounding features With measurements)</p>	<p>Sign</p> <p>(Show type and details of sign)</p>
D R A W I N G S		



The Following Shall Be Completed By The Zoning Administrator:

Based on the information provided by the applicant, and to my knowledge of the Waxhaw Land Development Code, I HEREBY:

- Approve
- Disapprove

Comments/ Conditions:

Changes to electrical wiring for the signs require electrical permits and fees, through the Inspections Division. They may be reached via email at Inspections@waxhaw.com or, 704.843.2195

Zoning Administrator

Date

Permit Case Number _____