

Sign Application

City of Morganton Development and Design Services Department
PO Box 3448, Morganton, NC 28680-3448
305 E. Union St. Suite A100, Morganton, NC 28655 - www.morgantonnc.gov



Return the completed application, **including building frontage and the proposed sign dimensions**, to Development and Design Services, Attn: Zoning Administrator, City of Morganton, P.O. Box 3448, Morganton, N.C. 28680-3448, or fax to 828-438-5264.

Applicant Information

Business Name	_____	Application Date	_____
Mailing Address	_____	Phone No.	_____
	_____	<i>Building</i>	_____
	_____	<i>Frontage & Height</i>	_____
Sign Location	_____	No. of Street Sides	_____
Sign Contractor	_____	Contractor Phone	_____
Contractor Address	_____	Contractor Email	_____
	_____	Contact Person	_____

If electrical permit is needed, please contact Crystal Reed at creed@ci.morganton.nc.us or call 828-438-5266.

Sign Type: Permanent

<input type="checkbox"/> Wall	_____ Sq.Ft.	<input type="checkbox"/> Canopy	_____ Sq.Ft.
<i>(includes wall mounted banners)</i>			
<input type="checkbox"/> Projecting	_____ Sq.Ft.	<input type="checkbox"/> Other	_____ Sq.Ft.
<input type="checkbox"/> Any existing signage to remain	_____ Sq.Ft.		

FREE STANDING SIGNS REQUIRE BUILDING INSPECTOR APPROVAL FOR THE FOOTINGS: (If signs are under 20 feet in height, we will accept computer software programs such as Sign Calculator Software for footings: 90 MPH wind load and 20 lb. snow load) (Signs 20 feet and above require a N.C. Engineer's Seal on the footing details)

<input type="checkbox"/> Free Standing	_____ Sq.Ft.	Height	_____
Sign Cost	\$ _____	<i>(Do not include installation costs.)</i>	
Remarks	_____		

Attached Drawing * (* Required before sign permit will be issued.)

Building Inspector Approval: _____

Zoning Administrator Approval: _____

Sign Application Fees

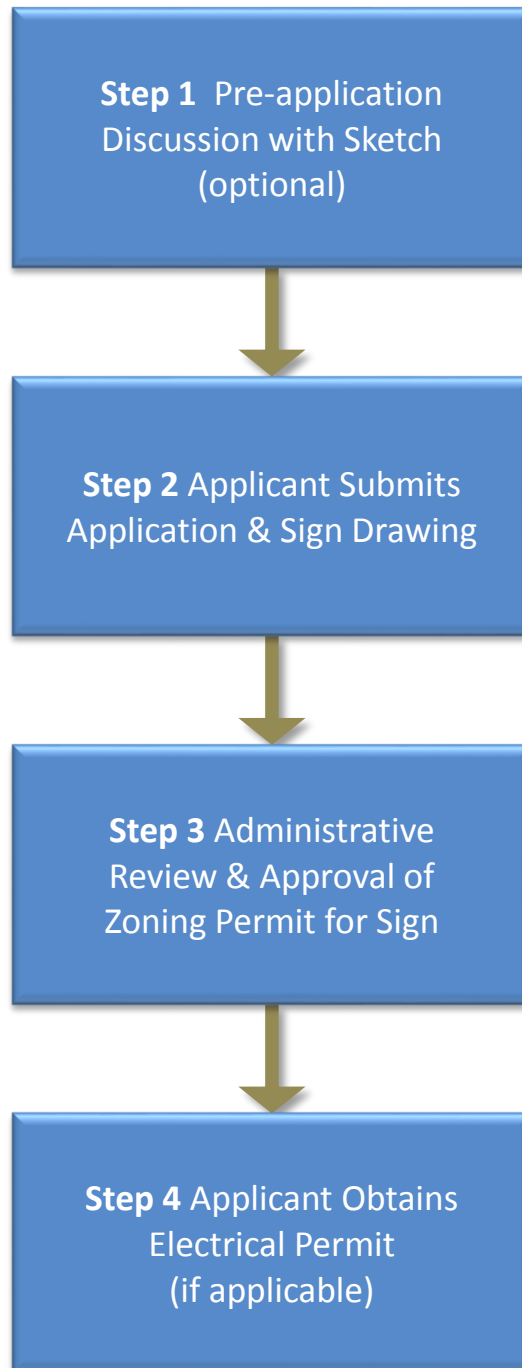
Freestanding signs (face change only)	\$1.00 per square foot (length x width)
Freestanding signs (includes footing inspection)	\$75.00 + \$1.00 per square foot (length x width)
Wall Sign (face change only)	\$.50 per square foot (length x width)
Wall Sign (includes Canopy, Banner or Projecting).....	\$1.00 per square foot (length x width)
Development Entrance	\$1.00 per square foot (length x width)
Existing off-premise (CHANGE OUT TO DIGITAL)	\$75.00 + \$1.00 per square foot (length x width)
Interstate sign	\$75.00 + \$1.00 per square foot (length x width)

Send the approved application and fee to:

City of Morganton Development & Design Services
Attn: Zoning
PO Box 3448
Morganton, NC 28680-3448

2.2.3.4 Zoning Permit Procedures for Signs

Zoning Permits for signs shall be approved administratively. The steps in the boxes below correspond with a detailed description of each step of the process on the following pages.



Step 1. Pre-Application Discussion with Sketch Plan (optional)

- (A) To minimize development planning costs, avoid misunderstanding or misinterpretation, and ensure compliance with the requirements of this Ordinance, pre-application consultation between the applicant and the Zoning Administrator or designee concerning the application of this Ordinance to the proposed development is recommended.
- (B) Before submitting a Zoning Permit application, the applicant may submit to the Zoning Administrator a sketch showing the proposed sign. The Zoning Administrator shall advise the sign owner or his authorized agent of the regulations pertaining to the proposed sign and the procedures to be followed.

Step 2. Applicant Submits Application and Plot Plan

- (A) The applicant shall submit the application, fee and a drawing of the sign and its location with the following information:
 - (1) The shape, dimensions, content, colors, and type of the sign;
 - (2) The location of the sign on the lot with respect to buildings, property lines and adjacent rights-of-way;
 - (3) Whether the sign is internally or externally illuminated (electric permit may be required from building inspections);
 - (4) For wall signs, the building length and height; and
 - (5) Any other information which the Zoning Administrator may deem necessary for consideration in enforcing the provisions of this Ordinance.

Step 3. Administrative Review and Approval

- (A) The Zoning Administrator shall review the application and drawing in accordance with the requirements of this Ordinance and any other applicable requirements.
- (B) If the application and drawing are found to meet all of the applicable regulations of this Ordinance, then the Zoning Administrator shall issue a Zoning Permit for the sign.
- (C) If the Zoning Permit is denied, the applicant may appeal the action of the Zoning Administrator to the Board of Adjustment as provided for herein. Such appeal shall be made within 30 days of such permit denial.

Step 4. Applicant Obtains Electrical Permit (if applicable)

Following approval of the Zoning Permit for an illuminated sign, the applicant may then obtain an Electrical Permit from the Development and Design Services Department, if required.