

CITY HALL • 801 WEST AVENUE NW • PO BOX 958 • LENOIR, NC 28645

APPROVAL OF THIS PERMIT CERTIFIES COMPLIANCE WITH THE CITY OF LENOIR ZONING REGULATIONS ONLY AND DOES NOT EXEMPT THE APPLICANT FROM OTHER LOCAL, STATE, OR FEDERAL PERMITTING REQUIREMENTS. Face changes on existing signs do not require zoning review. All signs must be located on private property. **Questions? Please contact the Planning Dept. at 828.610.8442 for a pre-application meeting.**

Submittal Checklist:

- Application Form/Permit Fee (\$25.00)**
- Site Plan (11x17 or smaller):**
 - Must be to scale, with key dimensions noted on plans
 - Show location of all existing and proposed signs (ground signs, directional signs, drive-through menu boards, etc.)
- Building Elevations:**
 - Provide the height and width of all facades facing public parking and/or public streets (can be combined onto single sheet with sign details for building-mounted signs, see below)
- Sign Details:**
 - Renderings/drawings of ground signs and blade signs with dimensions and height noted
 - Building elevations with placement, dimensions, and materials of all building-mounted signs (existing and proposed)
 - Note all illumination (internal/external) and digital signs, as applicable.
- Digital copy of all plans (PDF preferred)**
- Other Requested Information:** _____

Permit Information:

Property Address: _____ NC PIN: _____
 Zoning District: _____ Proposed use of property: _____

Contact Information:

 Name of Applicant

 Street Address

City _____ State _____ Zip _____

Phone Number: _____

Email: _____

Applicant Status:
 Owner Tenant Agent Other

 Name of Property Owner (If different from applicant)

 Street Address

City _____ State _____ Zip _____

Applicant's Signature:

 By signing, the applicant certifies that he/she has full permission to act on the owner's behalf for the purposes of securing a zoning permit for the development described in this application and that all information presented is correct to the best of his/her knowledge.

OFFICIAL USE ONLY: Approved on _____ Expires on _____ Permit No. _____
 Approved by: _____ Related Permits _____