TEMPORARY BANNER PERMIT

CITY OF LENOIR PLANNING DEPARTMENT

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

For questions about this application form or the rules pertaining to temporary advertising devices and banners in the City of Lenoir, please contact the Planning Department at 828.757.2200. NOTE: This permit application is for TEMPORARY banners only. For permanent signs, please fill out the zoning permit application.

Submittal Checklist:

☐ **Application Form**

☐ **Site Plan* (Free-standing only). Must include:**

Field-verified:

- Property Lines
- Existing Development
- Location/footprint of proposed signs and temporary structures and their distance from all property lines

*Typically, this can be simply accomplished with a hand drawing on a copy of a survey or aerial photograph. Make sure the hand drawing is "to-scale" and identify the setbacks. Provide 1 copy, maximum of 11" x 17".

☐ **Drawings/Photographs (Building-mounted only:**

- Show proposed placement/dimensions on building

☐ **Other Requested Information:**

_____

Permit Information:

Business Name: _____

Property Address: _____ NC PIN: _____

Zoning District: _____ Proposed Start Date: _____ Proposed End Date: _____

Permit Type (check one): Wall– Mounted Banner _____ Free-Standing Banner _____

Banner Dimensions (max. size 32 sq. ft.): _____

Contact Information:

_____
Name of Applicant

_____
Street Address

_____
City State Zip

Phone Number: _____

Email: _____

Applicant Status:

☐ Owner ☐ Tenant ☐ Agent ☐ Other

_____
Name of Business Owner

_____
Street Address

_____
City State Zip

Owner's Signature:

_____

By signing, the owner authorizes the applicant to act on his/her behalf and acknowledges that the placement of temporary banners are limited to twice per calendar year, per business location

OFFICIAL USE ONLY: Approved on _____ ☐ First Banner for Year ☐ Second Banner for Year

Permit Number: _____ Approved by :_____