

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 in the City of Lenoir, please contact the Planning Department at 828.610.8442.

**Submittal Checklist:**

**Application Form/Permit Fee (\$25.00)**

**Site Plan\* including:**

- Property Lines and 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:**

- Show proposed placement/dimensions on building
- Show "typical" of wind-blown or inflatable device with dimensions

**Other Requested Information:**

\_\_\_\_\_

Field-verified:

**Permit Information:**

Property Address: \_\_\_\_\_ NC PIN: \_\_\_\_\_

Business Name: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Are you requesting an extension from 7 days to 30 days for a holiday-related event? Yes \_\_\_\_\_ No \_\_\_\_\_

Brief Description of the Event:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact Information:**

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 Name of Owner

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Street Address

City State Zip

City State Zip

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Status:

Owner Tenant Agent Other

**Owner's Signature:**

\_\_\_\_\_  
 \*\*\*By signing, the owner authorizes the applicant to act on his/her behalf and acknowledges that display of wind-blown Temporary Advertising Devices is limited to 2 times/year *per parcel or development site* (not 2 times/year for each business).\*\*\*

**OFFICIAL USE ONLY:** Approved on \_\_\_\_\_ First Event for Year \_\_\_\_\_ Second Event for Year \_\_\_\_\_

Permit Number: \_\_\_\_\_ Approved by : \_\_\_\_\_