

OFF-PREMISE SIGN APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



PROJECT AND PROPERTY INFORMATION

Date: _____

Property Address: _____

Tax Map Number(s): _____

Site Data: Existing Land Use: _____

Total Acreage: _____ Zoning District: _____

Square Footage of Proposed Sign Face(s): _____ Height of Proposed Sign(s): _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Telephone: _____ Alternate Number: _____

Email Address: _____

Applicant's Signature/Date

Printed Name of Applicant

OFF-PREMISE SIGN SUBMITTAL POLICY

Application Requirements

An application is considered complete only if it includes **ALL** of the following:

- A completed On-Premise Sign Application Form;
- \$500 Application fee;
- A basic site plan (refer to site plan checklist included below unless required by Special Use Permit);
- A sign plan (including sign dimensions, content, and design of sign);
- PDF of a lighting plan, if applicable.

Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks must include driver's license or social security number. **Business checks** must have a North Carolina address.*

Review Process

The application will be reviewed for compliance with the Onslow County Zoning Ordinance. The applicant will be notified if additional information is required. If submitted separately, the zoning permit must be issued before the building permit for the sign(s).

*****See Central Permitting for the required building permit application and submittal process*****

For more information on these sign types, other options available, and the requirements see Article 12 (Sign Regulations) of the Onslow County Zoning Ordinance.

Basic Site Plan Requirements:

- Indication of Approximate Scale
- North Arrow
- Contact Information of the Owner of the Subject Property
- Location of Property Lines
- Property Address or Parcel Identification Number
- Current Zoning Classification
- Proposed and required setbacks of all structures
- Hydrologic features (i.e. rivers, streams, lakes, and/or ponds)
- Special Hazard Flood areas and FIRM reference number(s) (If located in a regulated flood zone)
- Wetland locations
- The location and dimensions of all buildings and other structures, proposed and existing
- Utility infrastructure including on-site septic systems and repair areas, proposed/existing
- Access points to external roadways, proposed and existing.