

ONSLow COUNTY PLANNING & DEVELOPMENT
ZONING SIGN APPLICATION
ON-PREMISE

Application Submittal

A complete sign application consists of the following:

- 1) A completed sign application form and applicable fee;
- 2) A site plan showing the location of all existing and proposed signs;
- 3) A rendering showing the dimensions of all proposed signs; and
- 4) A rendering showing the dimensions of the face of the building or unit for attached signs.

** 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*

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*****

Summary of Sign Requirements

Please see the Onslow County Zoning Ordinance for complete details.

Section 1702. Permitted Signs Requiring a Permit

- Church or Public Building Bulletin Boards and Identification Signs shall not exceed forty-eight (48) square feet in area. There shall be a limit of one sign per each street front.
- Signs advertising Agricultural Products are not to exceed thirty-two (32) square feet in area. There shall be a limit of one sign per each street front.
- Signs identifying, by name, Residential Subdivisions, Planned Housing Developments, or Manufactured Home Parks shall not exceed thirty-two (32) square feet in area. When circumstances exist whereby a developer chooses to place the identification sign more than 50 feet from the right-of-way of the existing road, the sign face size may be permitted to be no greater than 64 square feet.

There is also a limit of one double-faced sign or two single-faced signs for each road or driveway entrance into the development.

- On-Premise Business Signs shall be permitted on the premises of the business in districts in which the principal use is permitted either by right or as a special use.

Section 1703. Attached Signs

- Business signs shall not project more than one (1) foot from any building wall or canopy. If suspended from a canopy, the sign must be at least eight (8) feet above the sidewalk, pavement or ground level.
- Attached signs shall have a total display area in square feet per establishment no greater than one square foot for each linear foot of building front, but in no case greater than 300 square feet. The building front and one side may have an attached sign.

Section 1704. Freestanding Signs

- Freestanding business signs shall be setback one foot from the right-of-way or property line.
- Business establishments shall be permitted one freestanding signs no greater than 200 square feet in area. A shopping center consisting of three or more businesses located in a unified building or group of buildings may have one freestanding sign not to exceed 300 square feet in area per street front.
- No freestanding sign shall exceed 30 feet in height.

Section 1706. Prohibited Signs

- Any sign that obscures a sign displayed by public authority for the purposes of giving traffic instruction or direction or other public information.
- Any sign that uses the word “stop” or “danger” or otherwise presents or implies the need or requirement of stopping or caution or the existence of danger, or which is a copy or imitation of or which for any reason is likely to be confused with any sign displayed by a public authority.
- Any sign that obstructs any door, fire escape, stairway, ladder, or opening intended to provide light, air, ingress or egress.
- Any sign that is placed in the public right-of-way except for signs placed by a governmental agency.
- No sign of any kind may be affixed or attached to any utility or service pole.
- Except for off-premise outdoor advertising signs meeting all requirements of Section 1705.10, flashing signs are prohibited. Flashing signs are defined as any sign which contains a light source and maintains the same appearance or copy display for twenty-nine (29) seconds or less.

Section 1708. Illumination

- All signs illuminated under the provisions of this section shall be constructed to meet the requirements of the State Building Code. Illuminated signs shall be limited to those lighted internally with glass or plastic faces bearing the advertisement; provided, however, that exposed neon tubing and exposed incandescent or other bulbs not exceeding fifteen (15) watts each shall be permitted.
- Display lighting shall be shielded so as to prevent direct rays of light from being cast into a residential area or district and/or vehicles approaching a public right-of-way from any direction. Flame as a source of light is prohibited.

Section 1709. Setback Requirements

- Signs shall be setback at least one foot from any public right-of-way or property line and no part of any sign shall project over any right-of-way or property line.
- All signs shall be setback at least fifty feet from a road intersection (measured at the intersection of the right-of-way line) except those erected for orderly traffic control and other governmental purposes, or directional signs of less than six (6) square feet.

Section 1713. Master Sign Plans

The purpose of the Master Sign Plan is to encourage innovative, creative, attractive, and effective signage by providing an alternative to the permanent signage criteria contained within this Article.

As an alternative to the permanent signage criteria contained within this Article, any planned residential development or commercial retail development that has a total gross floor area of five-thousand (5,000) square feet or more shall be allowed to submit an application for a Master Sign Plan.

Signage proposed as a part of the Master Sign Plan shall be architecturally integrated with the building design and/or site using similar and coordinated design features and materials. Specifically, proposed signage must satisfy the following criteria:

Signage Standards

A. Standards for Permanent Signs

| Sign Type | Number Allowed | Max. Sign Height | Max. Sign Area |
|------------------------------------|-------------------------------------|--|--|
| Freestanding Sign* (Primary) | 1 per street frontage | 20 feet | 200 square feet, plus 10 square feet per additional tenant, up to a maximum of 300 square feet |
| Freestanding Sign** (Auxiliary) | See Below | 8 feet | 32 square feet |
| Wall Sign – Front Elevation | N/A | Not to extend above the building roof line | 1 square foot per linear foot of building wall*** |
| Wall Sign – Side / Rear Elevation | Up to 2 Signs | Not to extend above the building roof line | 1 square foot per linear foot of building wall*** |
| Canopy Sign | N/A | Not to extend above the building roof line | 0.5 square feet per linear foot of building wall |
| Awning Signs | 1 per occupancy per street frontage | N/A | 15 square feet |
| Window Signs | Up to 5 per occupancy | N/A | 10 percent of the ground floor window area |

* Individual commercial logos are permitted on multi-tenant signs so long as they are designed to reflect a unified graphic appearance (i.e. size and material type)

** An additional auxiliary freestanding sign per street frontage will be allowed for property having in excess of 200 linear feet of street frontage. Auxiliary signs may not exceed 8 feet in height and 32 square feet in area, and will not be allowed within 100 feet of another auxiliary or primary freestanding sign on the same parcel.

*** The total area of wall signs may be increased by 10% if such wall signs consist only of individual, outlined alphabet, numeric, and/or symbolic characters without background, except the background provided by the building surface to which the sign is affixed. In strip shopping centers, the linear feet of building wall pertains to each occupancy.

B. Base Landscaping – All primary freestanding signs shall be located in a landscaped bed, at least 40 square feet in area, consisting of low-growing plants. Such areas will be bordered by a minimum of a 6" high vertical curb.

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SIGN PERMIT #: _____

DATE: _____

OWNER/AGENT: _____

NAME: _____ TELEPHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TYPE (CHECK ALL THAT APPLY): _____ ON-PREMISE _____ OFF-PREMISE _____ MASTER PLAN

PHYSICAL ADDRESS: _____

ZONING DISTRICT: _____ TAX PARCEL ID#: _____

TYPE AND SQUARE FOOTAGE OF EXISTING SIGNS ON PROPERTY: _____

SQUARE FOOTAGE OF SIGN FACE(S) PROPOSED: _____

HEIGHT OF PROPOSED SIGN(S): _____

CONTACT RESPONSIBLE FOR MAINTENANCE: _____

APPLICANT SIGNATURE: _____ DATE: _____

- On-Premise Single Sign \$50.00
- On Premise Multiple Signs \$100.00
- Master Sign Plan \$200.00

***** A SEPARATE BUILDING PERMIT MAY BE REQUIRED*****

APPROVED BY: _____ DATE: _____ RECEIPT #: _____