



Town of Garland
190 South Church
Avenue Garland,
North Carolina 28441

SIGN PERMIT APPLICATION

Application Fee: \$75.00 per sign

Name of Project/Business _____ Date _____

Applicant Name _____

Property Owner's Name _____

Please submit one (1) hardcopy and one (1) digital copy (digital copy can be emailed to twngarland@instrar.net) for the initial review ONLY.

The following checklist to be completed by applicant:

- Completed Application
- Owner's consent form (if applicable)
- Review fee
- Color rendering of each proposed sign
- Site plan showing proposed and existing sign locations.

Please provide the following information with all sign permit applications. Sign permit applications will not be accepted until all required information has been submitted for review. Please note that this permit is only reviewed for compliance with the Town's Zoning Ordinance. It is the responsibility of the applicant to obtain building permits from Sampson County Inspection's Department prior to the installation of the signs(s).

1. Colored rendering of each proposed sign. Must include the following:
 - Sign Type (monument, wall, window, etc.)
 - Materials
 - Dimensions, including sign face
 - Sign face area (in square feet)
 - Colors used
2. Site Plan of property. Must include the following:
 - Location of proposed sign(s)
 - Location of all existing signs
 - Safe sight triangles
3. For Wall Signs:
 - Image, rendering, or drawing of the building wall with dimensions noted
4. Construction plans consistent with NC Building Code (if applicable)
5. Applicable building permits (as required) for electrical, mechanical, and footing/foundation permits

SIGN INFORMATION

Will the sign(s) require electricity? YES NO

Will the sign(s) be illuminated? If so, explain: _____

Will the sign(s) require footing/foundation? YES NO

Number of signs proposed _____ *Please select all proposed sign types below:*

Wall Sign Projecting/Hanging Drive-Thru/Menu Window/door

Awning/Marquee/Canopy Freestanding/Monument Post/Arm

Changeable Copy, manual Changeable Copy, electric Billboard

Development Identification, residential Development identification, non-residential

SIGN INFORMATION

Business/Development Name _____

Site Address _____

Parcel Identification Number (PIN) _____

Property Owner _____

APPLICANT INFORMATION & SIGNATURE

Applicant Name _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Applicant Name (print)

Applicant Signature

Date

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Received By: _____