



TOWN of
YOUNGVILLE

Planning and Zoning Department
Youngville Town Hall
134 US 1A South
Youngville, NC 27596
t 919-925-3401
f 919-925-3402

SIGN PERMIT APPLICATION

PROCESS INFORMATION and FILING INSTRUCTIONS

1. Applicants are encouraged to call or visit the Planning and Zoning Department prior to applying for a permit.
2. Submit a completed sign permit application to the Planning and Zoning Department for review/approval PRIOR to obtaining a building permit from the Franklin County Inspection Department. The application must be completed in full. Submittal requirements are on the third page of this application.
3. Please see the adopted fee schedule for the current filing fee.
4. All signs shall comply with Article 17 (Sign Regulations) of the Youngville Development Ordinance.
5. All signs shall be kept in proper repair, with all braces, bolts, clips, guys, anchors, supporting frames, and fastenings free from deterioration, insect infestation, rot, rust, or loosening. All signs shall be kept neatly finished, with lettering intact, and if of a type that requires painting, it shall be free from visible peeling or chipping. Obsolete signs and their supporting structures must be removed within ninety (90) days. If the sign is a replacement, the old sign must be removed before a new sign is installed.
6. Please be advised that an approved permit shall expire and be cancelled unless the work authorized by it shall have begun within six (6) months of its issued date.
7. For additional information or assistance, call the Planning and Zoning Department at 919-925-3401.



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GENERAL INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Business Name (if different from applicant): _____

Business Address: _____ Zoning District: _____

Phone: _____ Email: _____

Sign Company Name (if different from applicant): _____

Mailing Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION

Type of Sign: Wall Ground Projecting Temporary Other

Lighting: Illuminated Type: _____ Non-illuminated

Will sign have changeable copy? Yes No

What material will sign be made of? _____

Size: Sign Dimensions: _____

Total Area in square feet: _____

Total number of signs on premises (include proposed signs): _____

Total square footage of signs on premises (include proposed signs): _____

Add any additional details here: _____



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REQUIRED DOCUMENTATION FOR SIGN PERMIT APPROVAL

Provide an 8 ½" by 11" copy of the information listed below. Failure to provide adequate information may result in a delay in the application approval.

1. Sign plan that includes the site features, sign dimensions, lettering size and style, sign background, sign frame, sign material, structural support, and type of lighting fixture for illumination.
2. A scale drawing of the area or lot in which the sign will be located, including building elevation for wall signs (photo of building acceptable).
3. Drawing of proposed sign with dimensions.
4. One (1) color rendering of the sign with the information that will be placed on the sign.
5. For Wall Signs, Awnings, or Projecting Signs, include a photo of the building façade(s) on which the sign is to be located showing windows, doors, architectural features, and dimensions. Include the location(s) of all existing and proposed signs on the building façade.
6. Location of all existing and proposed sign(s) on site.

SIGNATURES

I HEREBY CERTIFY that all the information contained herein is correct and true to the best of my knowledge. I agree to have the subject sign(s) erected, constructed, and/or altered in accordance with the Youngsville Development Ordinance. Any violation of the terms stated will immediately REVOKE this permit and any other permits issued in reliance upon the same. I acknowledge that I am aware violation of sign regulations may result in civil penalties. I agree that the Town of Youngsville shall not be held liable for any and all damages, loss, or liability which may arise from the use of this permit.

Applicant Name: _____ Date: _____

Signature: _____

Property Owner Name (if different from applicant): _____

Property Owner Signature: _____

FOR DEPARTMENT USE ONLY

Sign Permit #: _____ Date Filed: _____ Fee Paid: _____

Subject to the following: _____

Authorized Signature: _____ Date Approved: _____