

Brunswick County Planning

P.O. Box 249
75 Courthouse Drive N.E.
Bolivia, NC 28422
ATTN: Marc Pagès (910) 253-2056



SIGNS APPLICATION/CHECKLIST

Applicant _____

Address _____

Telephone # _____ **Fax** _____

Property Owner _____

Property Address/Location _____

Tax Parcel Number _____ **Zoning** _____

Date Submitted _____

Applications for permits shall contain or have attached to this checklist the following information:

_____ Completed Permit forms

_____ Two (2) copies of scaled drawings of the plans and specifications of the sign to be erected or affixed as deemed necessary for review by the Building Inspector. All plans and specifications must meet the NC Building Code. Such plans may include but shall not be limited to details of dimensions, materials, copy and size of the proposed sign. For wall signs, dimensions of the building wall on which the sign is to be affixed, and the location and size of existing wall signs shall also be included.

_____ A detailed site plan is needed for Staff review before permits may be obtained. The plan should include the following information:

- _____ Site information, lot lines and dimensions including total acreage.
- _____ Sign location on the site, dimensions of the sign, setbacks
- _____ Location of all outdoor advertising structures on the same side of the street, existing structures, driveways, etc.
- _____ Site location information should show all streets, buildings/structures, easements, topography and any other significant physical features in areas adjacent to the proposed use.

_____ **If the applicant is not the owner of the property on which the sign will be located, a copy of the lease agreement between the property owner and the applicant shall be required.**

The undersigned property owner(s) or contract purchaser(s) hereby authorize the filing of this application, and authorizes on-site review by authorized staff:

Signature _____ **Date** _____