



OVERVIEW

The Town of Spencer Sign Ordinance regulates the type, number, size and location of all signs that advertise, identify, display, direct or attract attention to a business, industry, product or organization. All signs with the exception of those erected by State or Federal government, are subject to the provisions of the Town of Spencer Zoning Ordinance Chapter 155 Sign Regulations.

PERMIT APPLICATION AND ISSUANCE

Application for a Sign Permit shall be made to the Land Management Department. A Planner will review the application & documents submitted. After approval the permit will be issued and the applicant will be notified when ready for pickup. The permit shall not be issued until all applicable information below is submitted for a complete review.

- 1) Sign Drawing drawn to scale
- 2) Site Plan drawn to scale
- 3) Wall Elevation drawn to scale
- 4) Engineered Foundation/Footing Plans drawn to scale, if free-standing sign is greater than 10 ft in height.
- 5) Electrical Contractor Information if sign to be illuminated
- 6) Master or Common Signage Plan approval
- 7) Completed application

SIGN CLASSIFICATION

Signs under the Ordinance are classified in different types:

- 1) Prohibited Signs Everywhere
- 2) Permitted Signs
- 3) Signs Exempt from Permits and Fees
- 4) General Sign Regulations
- 5) Sign Regulations for Residential Districts
- 6) Sign Regulations for Business Districts
- 7) Political Signs
- 8) Signs Permitted in Shopping Centers / Malls

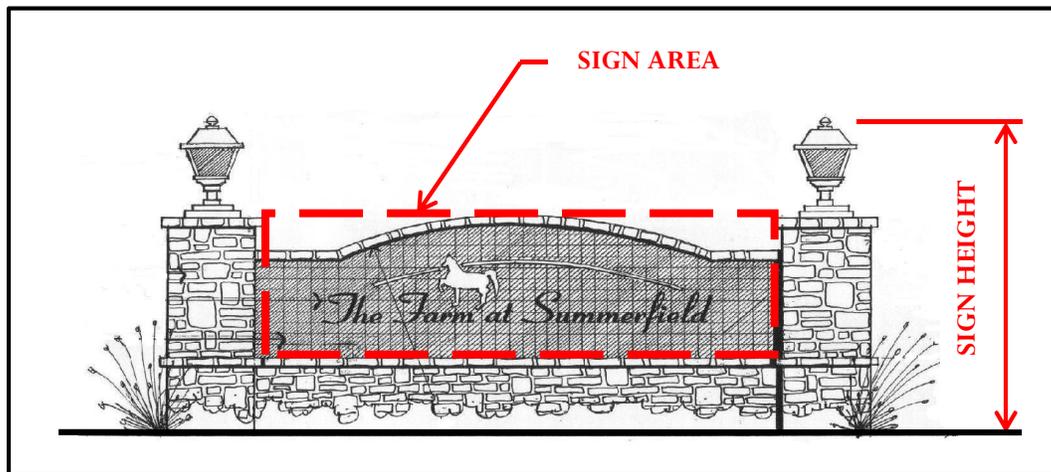
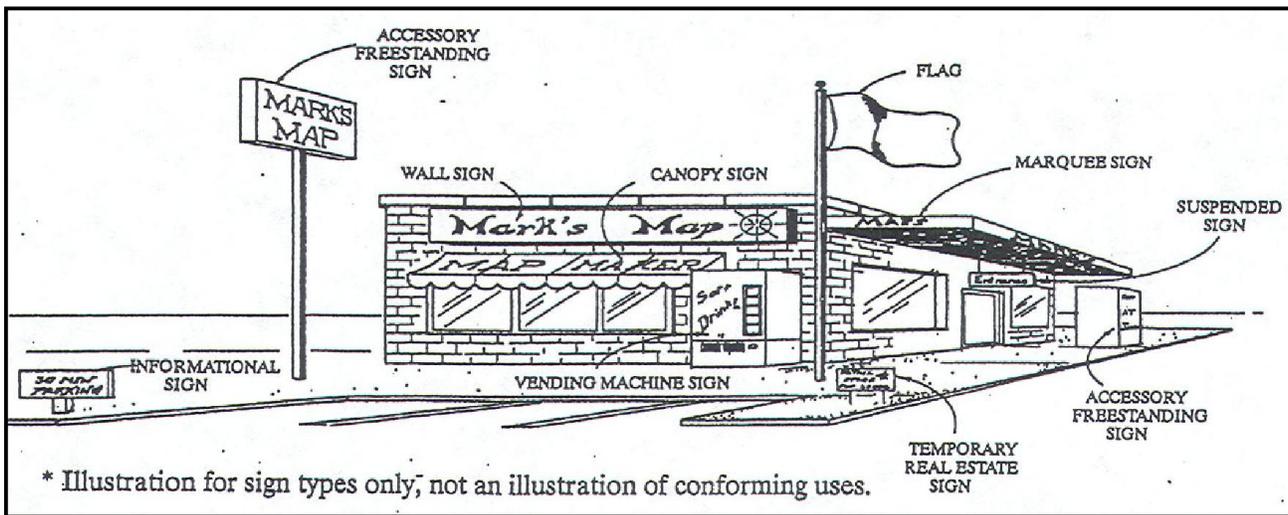
Refer to Tables in Chapter 155.096 for specifications of Maximum Sign Area, Number of Signs Permitted and Setbacks. Also refer to the example attached for Sign Type clarification.

COMPUTATION OF SIGN AREA

Refer to the Town of Spencer Sign Ordinance Section 155.096 for area calculations for signs.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Town of Spencer Sign Ordinance in any legal proceeding.

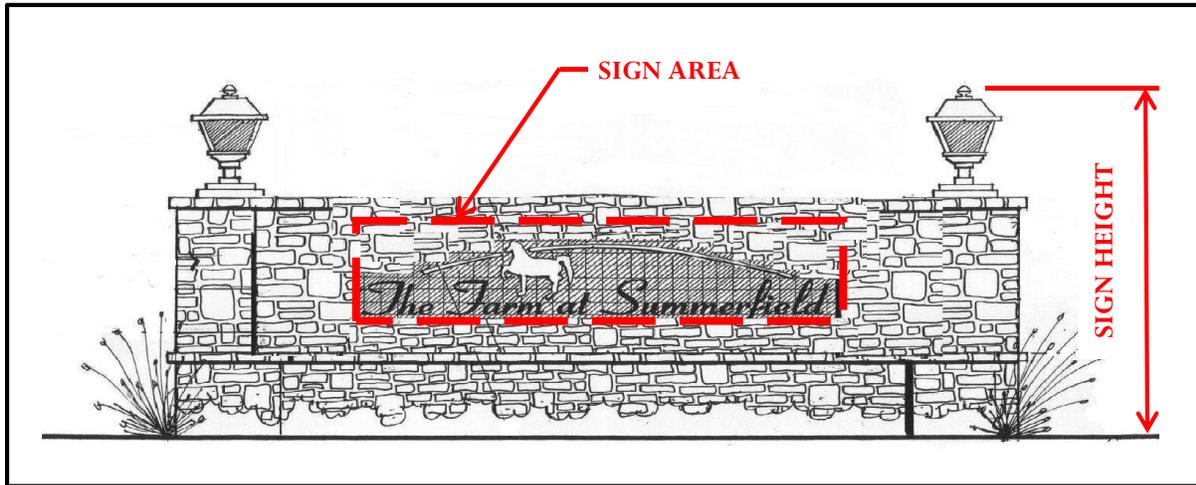
TYPES OF SIGNS



SUBDIVISION ENTRANCE SIGN

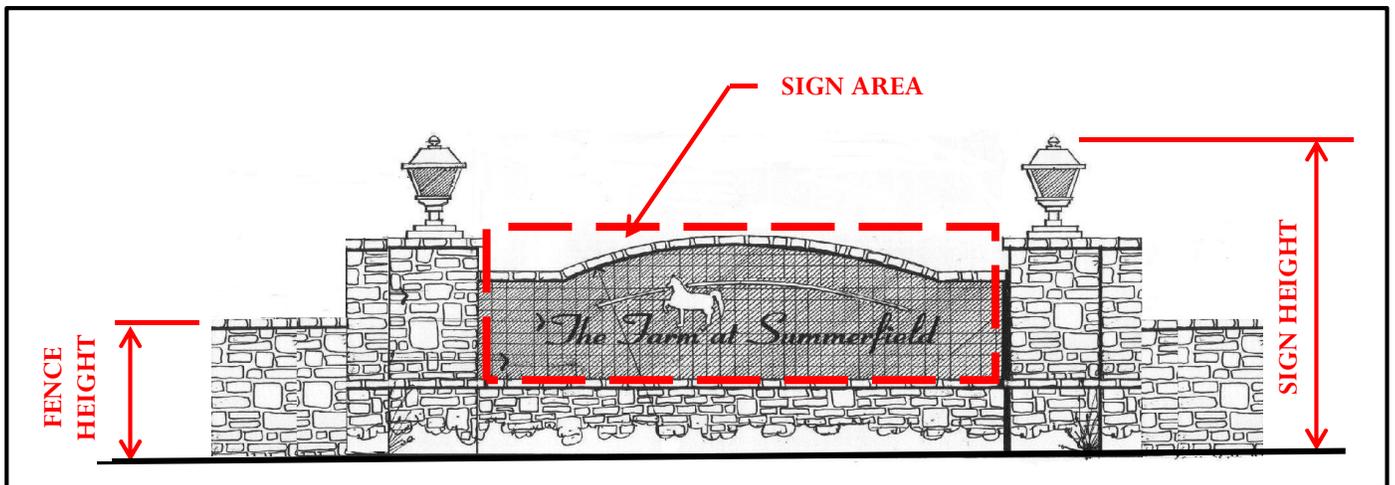
Sign Height shall be computed as 1) the distance from the base of the sign at finished lot grade or 2) from the nearest adjacent street grade to which the sign is oriented and the lot has frontage, whichever is higher, to the top of the highest component of the sign. Finished grade shall be the grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.

Sign Area shall be computed by means of the smallest square, circle, rectangle, triangle or combination thereof which will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the back drop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall.



SUBDIVISION ENTRANCE SIGN – attached to a wall

How big can the wall be? That is a matter of interpretation. If the sign is attached to the wall, the wall must meet the sign height requirement. Decorative features or sculptures are not addressed. Do not use the Accessory Attached Wall Sign requirements. Each case will be different. Use the definition of Sign and Fence to make an interpretation.



SUBDIVISION ENTRANCE SIGN – attached to a fence

Where does the sign begin and the fence end? That is a matter of interpretation. Each case will be different. Use the definition of Sign and Fence to make an interpretation.

**TOWN OF SPENCER, NC
ZONING PERMIT APPLICATION & CHECKLIST**

IMPORTANT: COMPLETE ITEMS A-K IN SECTION 1. A SCALED PLOT PLAN MUST BE SUBMITTED WITH ALL APPLICATIONS. ON THE LOT TO BE BUILD ON OR TO BE USED, SHOW THE PROPERTY LINES AND THE ACTUAL DIMENSIONS OF THE LOT, THE SIZE AND SHAPE OF ANY AND ALL BUILDINGS LOCATED OR TO BE LOCATED ON THE LOT SHOWING DISTANCES FROM LOT LINES. SHOW LOCATIONS OF EXISTING AND PROPOSED DRIVEWAYS.

SECTION 1. PERMIT APPLICATION		ZONING DISTRICT: CB, HB, I, R-20, R-15, R-8, R-6		
A. LOCATION OF PROPERTY	NUMBER & STREET	MAP & PARCEL	LOT SIZE	CORNER LOT <input type="checkbox"/> CHECK HERE
B. OWNERSHIP	OWNER	NAME	MAILING ADDRESS	
	CONTRACTOR			
	OTHER		TELEPHONE NO.	

C. TYPE OF IMPROVEMENT	<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> DRIVEWAY	RELEVANT CODE SECTIONS
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> DEMOLITION	

PROPOSED SETBACKS Fr. Rr. Side Side	D. USE		EXISTING USE:	
	RESIDENTIAL:	NON-RESIDENTIAL:	DESCRIBE _____	
	<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> AMUSEMENT, RECREATION	_____	
	<input type="checkbox"/> TWO FAMILY OR MORE NO. UNITS _____	<input type="checkbox"/> CHURCH, OTHER RELIG.		
<input type="checkbox"/> HOTEL, MOTEL, DORM NO. UNITS _____	<input type="checkbox"/> INDUSTRIAL			
<input type="checkbox"/> GARAGE	<input type="checkbox"/> SERVICE STA., REPAIR GARAGE			
<input type="checkbox"/> CARPORT	<input type="checkbox"/> OFFICE, BANK, PROF.			
<input type="checkbox"/> OTHER (SPECIFY) _____	<input type="checkbox"/> PUBLIC UTILITY			
	<input type="checkbox"/> EDUCATIONAL			
	<input type="checkbox"/> STORES, MERCANTILE			
	<input type="checkbox"/> TANKS, TOWERS			
	<input type="checkbox"/> OTHER (SPECIFY) _____			

E. NO. BUILDINGS ON LOT:		
PRINCIPAL	EXISTING	PROPOSED
ACCESSORY		

F. NO. OF OFF STREET PARKING SPACES: _____
--

G. DRIVEWAYS: <input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED	H. SEWAGE DISPOSAL: <input type="checkbox"/> TOWN <input type="checkbox"/> PRIVATE <input type="checkbox"/> INDIVIDUAL	I. SEWAGE DISPOSAL: <input type="checkbox"/> TOWN <input type="checkbox"/> PRIVATE <input type="checkbox"/> INDIVIDUAL
--	--	--

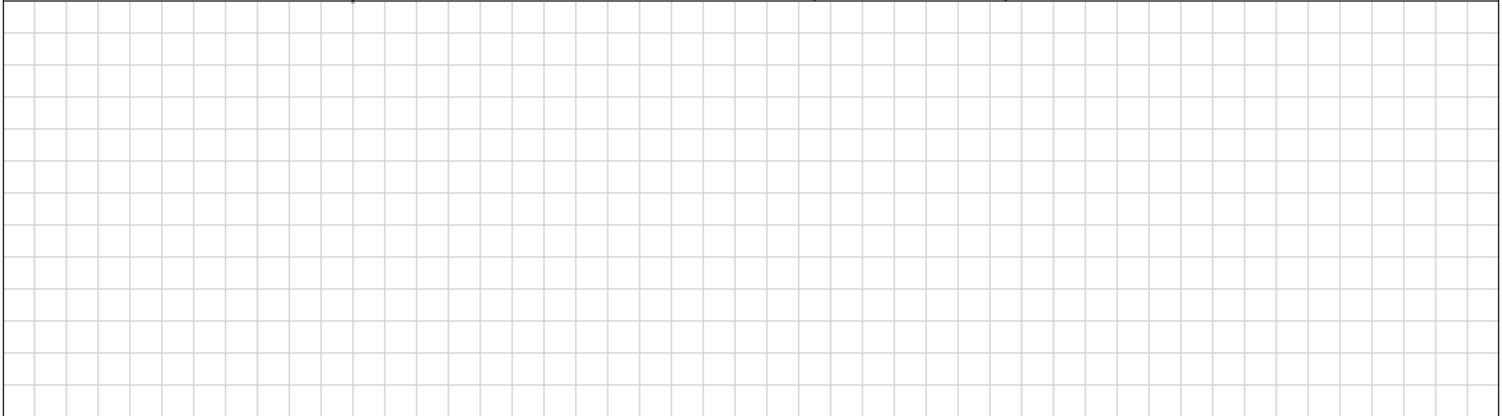
J. SPECIAL CONDITIONS: _____

K. I, THE UNDERSIGNED CERTIFY THAT THE WORK DESIGNATED IN THIS APPLICATION WILL BE DONE ACCORDING TO THE LAWS OF THE STATE OF NORTH CAROLINA AND ORDINANCES OF THE TOWN OF SPENCER, NC AND ANY OTHER APPLICABLE LAWS.

SIGNATURE OF APPLICANT _____ DATE _____

SECTION II: PERMIT CHECKLIST

DEPARTMENT	ITEM	TECHNICAL APPROVAL		DEPOSITS DUE & NOTES
		BY	DATE	
ZONING ADMINISTRATION	ZONING			
	_____ SUBDIVISION			
	_____ GROUP DEVELOPMENT			
	_____ DUMPSTER LOCATIONS			
	_____ DRIVEWAYS/SIDEWALKS			
	_____ OTHER			



APPROVED (STREET SUPT.) _____ **DENIED** _____

APPROVED (ZONING ADMIN.) _____ **DENIED** _____

DATE PERMIT ISSUED _____ **PERMIT NO.** _____