



CITY OF HENDERSON
PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 1434 / 134 Rose Avenue • Henderson, NC 27536 • Phone: (252) 430-5723 • Fax: (252) 492-7935

APPLICATION TO ERECT SIGN

Date _____

PIN # _____

____ New Signage
 ____ Face Replacement

Application and plot plans are hereby submitted to erect sign (s) at: _____

(Street Address)

Wording of Sign _____

Name of Business _____

Applicant's Name _____ Phone # _____

Applicant's Email Address _____

Owner's Name _____ Phone # _____

Owner's Address _____

Contractor's Name _____ Company Installing Sign _____

<u>Quantity</u>	<u>Structural Type</u>	<u>Dimensions</u>	<u>Sq. Ft.</u>	<u>Height</u>	<u>Material</u>	<u>Dates on Site (if temporary)</u>
_____	Roof.....	_____	_____	_____	_____	_____
_____	Suspended.....	_____	_____	_____	_____	_____
_____	Banner/Poster.....	_____	_____	_____	_____	_____
_____	Portable.....	_____	_____	_____	_____	_____
_____	Ground.....	_____	_____	_____	_____	_____
_____	Marquee.....	_____	_____	_____	_____	_____
_____	Pole	_____	_____	_____	_____	_____
_____	Wall	_____	_____	_____	_____	_____
_____	Suspended.....	_____	_____	_____	_____	_____
_____	Awning.....	_____	_____	_____	_____	_____
_____	Other.....	_____	_____	_____	_____	_____
Total Square Footage		_____	_____	_____	_____	_____

NOTE: A Site Plan is required to show dimensions of the sign, maximum height, and location on the property including distances from the property line. A building permit must be obtained from Vance County Building Inspector prior to installation.

I agree that as the owner or authorized agent of the owner, that the above information is true and correct to the best of my knowledge. Any permit issued upon false statement or misrepresentation of fact or any change in plans made, without the Zoning Administrator's approval after the issuances hereof, shall be void.

 Signature of Owner/Agent

 Print Name

OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY

Fee: _____ How Paid: _____ Rec'd By: _____ Date Paid: _____ Check #: _____ Receipt #: _____ Permit# _____

Zoning District _____ Type of Sign _____ Date Approved _____ Date Rejected _____

Board Action: _____

Comments _____

Zoning Administrator

SIGN FEES	
SIZE OF SIGN	FEE
0-50 square feet	\$25.00
51-100 square feet	\$50.00
101-200 square feet	\$75.00
201+ square feet	\$100.00