

MASTER SIGNAGE PLAN APPLICATION

Town of Apex, North Carolina

Last updated February 2014



Submittal Date _____ Permit # _____ Check#/Charge _____

Hard Copy Submittal Requirements: Submit to Planning Department

- One (1) copy of Master Signage Plan Application
- All applicable drawings
- Master Signage Plan Application fee – \$100.00

Applicant Information

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Sign Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Project Information

All sign permit applications must be completely filled out, contain supporting paperwork and signed prior to Town review. Required information for the Master Signage Plan is listed below.

Location: _____

- Specific colors for: anchor, tenants, etc. A maximum of 4 colors are allowed (e.g. white & black, plus 2 other colors)
- Font size which will be allowed, including minimum and maximum size
- Font type (or letter style), with an example of the font
- Sign size, the minimum and maximum allowed in square feet (if applicable)
- Letter depth (cannot exceed 12 inches from wall)
- Materials used
- Illuminated or non-illuminated
- Trademarks and logos (Are they allowed? If so which ones?)
- Attachment to the building
- Number of signs for each tenant (if more than one wall)
- Include information about ground signs (if applicable)
- Any other information that the applicant and/or Town of Apex feel is appropriate

Applicant Signature

Date

Planning Staff Signature

Approval Date

According to [Section 8.7](#) of the UDO, a Master Signage Plan is required when more than one use or business is located on a lot. A Master Signage Plan should provide for consistency among signs on the premises with regard to location of a freestanding sign(s), location of each sign on the buildings, size, color scheme, lettering or graphic style and lighting. The master signage plan must be approved by the Planning Department prior to the issuance of any sign permits on the lot(s).

1. Staff member reviews applications submitted to the Planning Department for completeness.
2. If application is complete, Planning Staff will review Master Signage Plan application and send comments to applicant.
3. The applicant must address all of the comments and submit revised plan.
4. Planning Staff reviews the revised plan for compliance with the Unified Development Ordinance (UDO). If it is in compliance, the plan will be approved and a permit issued.
5. If it is not in compliance with the UDO, Planning Staff will provide additional comments and a revised Master Signage Plan must be submitted.