



# TOWN OF LILLINGTON ZONING PERMIT (SIGN) APPLICATION

Planning & Inspections Department  
102 East Front Street, PO Box 296 Lillington NC 27546  
• phone 910-893-0311 • fax 910-893-3693  
lillingtonnc.org

### APPLICANT INFORMATION:

Applicant (Business Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### CONTRACTOR INFORMATION:

Sign Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### TEMPORARY SIGN INFORMATION:

Construction Material: Sign \_\_\_\_\_  
Base \_\_\_\_\_

Sign Description: \_\_\_\_\_ Banner \_\_\_\_\_ Special Event \_\_\_\_\_ Construction \_\_\_\_\_ Sales Office \_\_\_\_\_

Sign Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_

Date to be displayed: \_\_\_\_\_ Date to be removed: \_\_\_\_\_

*Please submit a color illustration of the proposed sign along with a sketch plan with the proposed location of the sign on the subject property.*

### ATTACHED SIGN INFORMATION:

Sign Type: \_\_\_\_\_ Wall \_\_\_\_\_ Awning \_\_\_\_\_ Canopy \_\_\_\_\_ Window \_\_\_\_\_ Door \_\_\_\_\_ Projecting/Suspending \_\_\_\_\_

Number of Signs	Sign Length & Width	Total Sign Area	Illumination (External, Internal or N/A)

*Please submit the following with an attached sign permit application:*

- Two (2) color copies of all proposed signs drawn to scale and labeled with dimensions.
- Two (2) color copies of the proposed signs shown on the wall for erection drawn to scale.
- An electrical permit is required for all illuminated signs

**GROUND SIGN INFORMATION:**

Sign Type: \_\_\_\_\_ Monument \_\_\_\_\_ Column

Number of Signs	Sign Length & Width	Total Sign Area	Height Above Grade	Illumination (External, Internal or N/A)

**Please submit the following information with attached sign permit applications:**

- Two (2) color copies of all proposed signs drawn to scale and labeled with dimensions.
- Two (2) copies of a site plan drawn to scale showing the exact location proposed location of the sign. Label all easements, if applicable, and include proposed setbacks from property lines.
- Sealed engineered drawings from a licensed NC Engineer are required for all ground signs exceeding sixty (60) inches in height measured from the top of the footing. The drawings must include a statement demonstrating that the proposed sign will withstand the 100 mph wind zone.
- An electrical permit is required for all illuminated signs.

**SIGNATURE:**

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Lillington or a contractor on behalf of the Town to conduct a site inspection to insure compliance to this application. I also understand that this Zoning Permits for a Sign will expire six (6) months from the date of issuance, if the work is not started. A final inspection is required for all development permits issued by the Town of Lillington. To schedule an inspection, please call 910-893-2654.

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR TOWN OF LILLINGTON USE ONLY**

\_\_\_\_\_ Approval \_\_\_\_\_ Denial Permit Number: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

## **ADDITIONAL SIGN INFORMATION:**

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- No sign or any part thereof shall be erected, extended, enlarged or structurally altered or moved until a zoning permit for a sign and any required trade permits have been issued by the Town of Lillington. The applicant is required to call the Town to schedule an inspection upon permanent erection of the sign.
- A representative of the Town shall be authorized to enter at all reasonable times upon any property or premises to ascertain whether the provisions of the code are being obeyed. The Town may order the removal of any sign that is not in accordance with the provisions of the Lillington Unified Development Ordinance (UDO).
- Twenty-four (24) hours' notice is required for all inspections.
- Signs shall be kept in proper repair. The owners of any sign judged substandard by the Lillington Zoning Administrator shall be notified in writing and the said owner shall have thirty (30) days in which to make repairs. Failure to comply with within thirty (30) days will result in further legal action.
- All materials used in signs must meet all applicable requirements set forth in the NC Building Code governing signs.
- All wiring shall be contained in conduit or enclosed in poles or raceways. In no case shall any wiring be exposed to the public.
- All signs shall comply with Article 4.05 (Signs) of the Lillington Unified Development Ordinance.
- A comprehensive list of fees can be found in the [Lillington Fee Schedule](#) for the current fiscal year.