



**SIGN APPLICATION**  
Town of Elon Planning Department  
104 S. Williamson Avenue  
Elon, NC 27244  
336-584-2859  
(Site Sketch Required)

\$60 (per sign)

Fee

Date Received

Permit Number

**APPLICANT INFORMATION**

**Applicant Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Sign Contractor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PROPERTY INFORMATION**

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

**Tax Map & Parcel Number:** \_\_\_\_\_ **Total Acreage:** \_\_\_\_\_ **Township:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **Watershed:** \_\_\_\_\_ **Floodplain:** ☐ Yes ☐ No

**SIGN INFORMATION (Check all that apply)**

**Number of Signs Requested** (*must be identical to be included on the same permit*): \_\_\_\_\_

**Business/Company Name** (*if applicable*): \_\_\_\_\_

**The Sign is:** ☐ Alteration of Existing Sign ☐ New Installation

**Type of Sign:** ☐ Awning ☐ Marquee ☐ Monument/Pylon ☐ Wall ☐ Other \_\_\_\_\_

☐ Window ☐ Electronic Message Board

**The Sign is for:** ☐ Building (Stand Alone) ☐ Development Entry ☐ Tenant Space

☐ Other \_\_\_\_\_

**Sign Width:** \_\_\_\_\_ **ft.** **Sign Height:** \_\_\_\_\_ **ft.** **Sign Height Including Base:** \_\_\_\_\_ **ft.**

**Area of Sign Face:** \_\_\_\_\_ **sq. ft.** (Sign Height x sign width) **Total Building Wall length** (*for wall signs*): \_\_\_\_\_ **ft.**

**Notes/Comments:** \_\_\_\_\_

## CONDITIONS FOR APPROVAL

In order to be considered complete, the following must accompany each application:

1. A rendering of the sign depicting the following information: dimensions, color(s) of the sign and lettering, and the location of the sign on the property or building. If this is a free-standing sign, you must attach a plot plan showing the location and setbacks of the sign on the property.
2. Application fee paid in full must be received prior to the issuance of a sign permit. Checks should be made payable to the Town of Elon.

**Permit is subject to revocation if false information is provided.**

## SIGNATURES AND ACKNOWLEDGEMENT

The undersigned hereby makes application as described above and agrees to conform to all applicable laws of the Town of Elon and the State of North Carolina. The undersigned further states that all statements made herein are true.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## OFFICE USE ONLY

☐ Approved ☐ Denied \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Town of Elon Zoning Official Signature*

\_\_\_\_\_  
*Date*