



TOWN OF BELVILLE

SIGN PERMIT / EXTERIOR CHANGE IN COMMERCIAL BUILDINGS APPLICATION

63 River Road, Belville, NC 28451
Phone 910-371-2456 Fax 910-371-2474

1. Applicant Name: _____

Address: _____

Phone Number: _____ Fax: _____

2. Property Owner: _____

Address: _____

Phone Number: _____ Fax: _____

3. Zoning District of subject property: _____ 4. Tax Parcel Number : _____

5. Location of Sign: (Street) _____ Building Frontage (Feet) _____

(Street) _____ Building Frontage (Feet) _____

6. Is sign located within a development with a Master Sign Plan? _____ Yes _____ No

If yes, what development? _____

7. Type of Sign: Column ___ Ground ___ Wall ___ Projecting ___ Awning ___ Window ___

8. Total Square Footage of Sign: _____

9. Height of sign from ground level _____

10. Style of lettering will be: _____ Size of lettering will be _____ (inches)

11. Sign colors: Letters _____ Background _____

Border _____ Mounting structure _____

(Note that colors must be "nature blending".) Color Identification _____

12. Sign Materials: Sign Face _____ Letters _____

Mounting structure _____



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NOTE: THE RELIEF ON SANDBLASTED SIGNS MUST BE AT LEAST 1/4" THICK

13. Will there be external illumination? ____ Yes ____ No If yes type of illumination _____

LIST OF SUBCONTRACTORS (Attach additional sheets if necessary)

Business Name: _____ Owner: _____
Address: _____ City: _____
State: _____ Zip: _____ Mobile Phone: _____ Office phone: _____
Email: _____ Fax: _____

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Address: _____ City: _____
State: _____ Zip: _____ Mobile Phone: _____ Office phone: _____
Email: _____ Fax: _____

Business Name: _____ Owner: _____
Address: _____ City: _____
State: _____ Zip: _____ Mobile Phone: _____ Office phone: _____
Email: _____ Fax: _____

This application must be accompanied by two prints or ink drawings of the site plan (where the sign will be located according to the building or property) along with dimensions. Prints may be in color or in black and white along with color chips. The plans must include a scaled drawing or survey showing property lines, existing and proposed site improvements, the proposed sign location, and proposed landscaping. A photo of the property or building where the sign will be located must also be included.



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No sign may be erected until the Zoning Code Administrator issues a permit. All permits may be picked up within one week of approval of the issuing authority. All fees must be paid upon receipt of the permit.

FOR EXTERIOR CHANGES IN COMMERCIAL BUILDINGS:

Site Plan – Must include the site plan for the changes you will be making.

Elevation of Building: _____ Type of materials being used: _____

Color Chips: If changing any exterior color on the building. Color #1 _____

Color#2 _____

Description of changes being made: _____

Must include photo of existing building.

FAILURE TO PROVIDE DETAILED DRAWINGS AND COLOR SAMPLES WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

FEES

All fees must accompany this application. All fees are nonrefundable and subject to change.

Signature of Applicant: _____ Date: _____

Signature of Property Owner if not the Applicant: _____ Date: _____

For Office Use Only

Date Application Was Received: _____ Initials: _____

Date Paid: _____ Amount Paid: _____ CK #: _____