



Sign Permit Review Process

Contact Information

Perquimans County Planning and Zoning Office Phone: 252.426.2027
104 Dobbs St
PO Box 45
Hertford, NC 27944
Website: <https://perquimanscountync.gov/departments/planning-and-zoning>

Submit
Application



Planning
Staff Review



Site Visit



Notice of
Decision



Sign Permit

Step 1: Application Submittal and Acceptance

A sign permit is required for the construction of any sign on land under the jurisdiction of Perquimans County, to include any additions or renovations to existing signs, to ensure compliance with the Zoning Ordinance, per Section 1601. The applicant must submit a complete application packet consisting of the following:

1. Completed Perquimans County Sign Permit Application
2. Site plan. The plan shall include the items listed in the site plan requirements checklist
3. Any other documentation deemed necessary by Planning Staff
4. Number of Copies Submitted:
 - a. 3 Copies of ALL documents and one electronic copy if available

On receiving the application, staff shall determine completeness. If the application is deemed incomplete, the applicant may correct deficiencies and resubmit the application for completeness determination. Applications not corrected within 45 calendar days shall be deemed withdrawn.

Step 2: Staff Review and Action

Once an application is determined complete, it will be reviewed by the appropriate staff. Staff shall discuss any outstanding concerns with the applicant, who must address those concerns to obtain approval. Staff shall approve, approve subject to conditions, or disapprove the application. Conditions of approval shall be limited to those deemed necessary to ensure compliance with the Zoning Ordinance.



Sign Permit Application

OFFICIAL USE ONLY

Permit No: _____
 Date Received: _____ Received By: _____
 Date Completed: _____ Confirmed By: _____
 Subject Property Tax Map No: _____

Contact Information

Business Name: _____ Address: _____
 Business Owner/Applicant Name: _____
 Phone Number: _____ Email: _____

Property and Sign Information

Zoning District: _____

Type of Proposed Sign(s) (Check all that apply):

- Wall Sign
- Free Standing Sign
- Portable Sign
- Shopping Center Sign
- Off-Premise Sign
- Construction Sign
- Temporary Sign
- Other (Explain): _____

Please provide the following information:

SIGN TYPE	NO.	LENGTH/WIDTH	TOTAL SQ. FT.	LOCATION	HEIGHT

1. Will the sign be illuminated? _____
2. Will the sign have moving elements? _____
3. Will the sign be permanently anchored to the building or ground? _____
 If no, explain. _____
4. Distance sign will be from right-of-way or other property lines: _____
5. Sign Owner: _____ Phone: _____
 Email: _____
 Address: _____
6. Property Owner: _____ Phone: _____
 Email: _____
 Address: _____
7. Sign Erector/Contractor: _____ Phone: _____
 Email: _____
 Address: _____
8. Applicant: _____ Phone: _____
 Email: _____
 Address: _____



Sign Permit Application

OFFICIAL USE ONLY

Permit No: _____

I/We hereby agree to conform to all applicable laws and regulations of the County of Perquimans and the State of North Carolina and certify the above information and attached documents are complete, true, and accurate. In addition, I/we acknowledge that by filing this application, representatives from Perquimans County Planning and Zoning, and the Code Enforcement Officer may enter the subject property for the purpose of investigation and analysis of this request.

Property Owner/Applicant Printed Name

Date

Property Owner/Applicant Signature

Approved:

Planning and Zoning Administrator

Date

Permit No.

Commercial Zoning Permit Submittal Checklist

To demonstrate compliance with Article XVI of the Perquimans County Zoning Ordinance, additional information is attached, as follows:

- Application Form
- Owner's Authorization Form (If applicable)
- Plan that includes an illustration of the the proposed signage, drawn to scale, showing the design of the sign including dimensions, methods of attachment or support, source of illumination, the relationship to any building or structure to which it will be installed or affixed.
- Site plan approximately to scale indicating the location of the sign relative to property lines, easements, streets, sidewalks, and other signs.
- Sign Application Fee
- My ownership of the property is evidenced by deed recorded in Real Estate Book _____, Page _____ OR Will File Number _____ (attach copy of relevant will)
- My property is tax parcel no. _____
- Other (Specify) _____
- Other (Specify) _____

APPLICABLE FEES AT THE TIME OF SUBMISSION:

\$50.00 On-Premises and Off-Premises

Sign Permit Application

OWNER(S)' AUTHORIZATION FORM

NOTE: IF THE APPLICANT REQUESTING A SIGN PERMIT FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A SIGN PERMIT IS THE OWNER, PLEASE DISREGARD THIS FORM.

Dear Sir or Madam:

I am/We are the owner of the property located at _____.

I/We hereby authorize _____ to appear with my/our consent before the Planning and Zoning Administrator and the County Manager in order to request a Sign Permit at this location. I/We authorize you to advertise and present this matter in my/our name as the owner(s) of the property. If you have questions or need information, please contact me at address _____
_____ or by telephone at _____.

By:

Signature of Owner

Print Name

Signature of Owner

Print Name

Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public _____ County of _____

State of _____

My commission expires: _____