



OFF-PREMISE DIRECTIONAL SIGN APPLICATION
Chatham County, NC

Chatham County Planning Department
PO Box 54/80 East Street
Pittsboro, NC 27312
Ph: (919) 542-8204
Fax: (919) 542-2698
www.chathamnc.org/planning

Applicant Information

Name: _____ Contact No. (____) _____
Address: _____ City: _____ State/Zip: _____

Off-Premise Directional Sign Requirements

Please check each box to ensure you are providing all necessary documentation in order for this application to be processed. Failure to provide any required information will produce a denial of the application request.

- Off-premise directional signs are permitted in any zoning district provided no sign is larger than 32 square feet and no part of the sign is higher than eight (8) feet above the ground at its base.
- Three off-premise directional signs are allowed per business, church, park, historic property, school, or other place of assembly.
- Only one (1) off-premise directional sign is permitted per property; however multiple uses are allowed to be identified on the sign.
- The square footage of the off-premise directional sign shall not be counted against the square footage of other signs allowed on the property.
- Written permission from the owner(s) of the property where the sign is proposed to be located is required to be submitted with the sign permit application.
- Verification from the North Carolina Department of Transportation that the sign will not be in violation of any State regulations at its proposed location must be submitted with the sign permit application.

Locations of Off-Premise Directional Sign/s

Sign No. 1: Located on PARCEL No.: _____ NCDOT verification/authorization attached? Yes
 Property Owner Name: _____ Signed Permission Attached? Yes
 Property Owner Mailing Address: _____ City/State/Zip: _____
 Sign Area Square Feet _____ Sign Height from Ground Level _____
 What is the name of the Business/Organization sign will be directing traffic for? _____

Sign No. 2: Located on PARCEL No.: _____ NCDOT verification/authorization attached? Yes
 Property Owner Name: _____ Signed Permission Attached? Yes
 Property Owner Mailing Address: _____ City/State/Zip: _____
 Sign Area Square Feet _____ Sign Height from Ground Level _____
 What is the name of the Business/Organization sign will be directing traffic for? _____

Sign No. 3: Located on PARCEL No.: _____ NCDOT verification/authorization attached? Yes
 Property Owner Name: _____ Signed Permission Attached? Yes
 Property Owner Mailing Address: _____ City/State/Zip: _____
 Sign Area Square Feet _____ Sign Height from Ground Level _____
 What is the name of the Business/Organization sign will be directing traffic for? _____

Statement of Acceptance

By signing this application, I state that I understand and agree to the rules and regulations described herein and agree to comply as required. Should I not maintain compliance with this regulation, I understand any and all signs described herein, or that have been unlawfully placed, may be removed by the County or NCDOT as deemed necessary. I also understand the County is not liable for damages, theft, or removal of any sign outside of their control.

Applicant Signature: _____ Printed: _____
Date: _____

OFFICE USE ONLY

Application No. PL _____ Date Rcv'd _____ Date Approved _____

Application Fee: \$ _____ Method of Payment Cash Credit Card Check No. _____

Approved By: _____

**In keeping with the North Carolina Records Law, applications, emails, and all other methods of correspondence related to this application, may be released to others upon request for inspection and/or copying.*

For questions regarding Off-Premise directional signs, please contact:
Zoning Administrator, Angela Birchett, CZO at (919) 542-8285 or angela.birchett@chathamnc.org