

Sign Permits

Background

Any proposed new sign in the Town of Carrboro must adhere to the requirements found in Article XVII, Signs, of the Town of Carrboro Land Use Ordinance (LUO). All signs, except those noted in Sections 15-272 and 15-273 of the LUO, must acquire a sign permit before they may be erected.

Please note that complete details regarding the sign permit approval process are contained in the Sign Permit Procedure handout, available in the Planning Department at Town Hall. The following information summarizes the information found in the aforementioned handout.

When/why might I need a sign permit?

Anytime you propose to place a sign on your property or make changes to an existing sign, you likely will need to acquire a sign permit. The only exceptions to this statement are identified in Sections 15-272 and 15-273 of the LUO. If your sign does not meet the criteria outlined in either of these sections, you will need a sign permit.

Where do I initiate the permit process?

Town of Carrboro Planning Department
Zoning and Inspections Division
301 West Main Street
Carrboro, NC 27510

Hours: Monday-Friday, 8:30 am - 5:00 pm

Phone: (919) 918-7336

Fax: (919) 942-1720

What information must be submitted with a sign permit application?

Please see the "Sign Permit Procedure" guideline (available in the Planning Department and in Appendix I – 22) for complete details. In short, the applicant must submit a "Sign Permit Application – Appendix I- 27", a "Land Use Permit Application – Appendix I-1", a rendering of the proposed sign drawn to scale (to include details regarding color, materials, framing, lighting, etc), and a rendering of the building and/or lot showing the proposed location of the sign. The applicant should also contact the Inspections Division at 918-7336 regarding their requirements.

Who else may be involved in the Sign Permit Process?

Town of Carrboro Planning Department

- Zoning Division

Appearance Commission
Town Of Carrboro Inspections

What is the time frame for the Sign Permit Approval Process?

The sign permit approval process typically takes between 3 weeks to 2 months. This time frame is general and can obviously be shortened or lengthened depending on the complexity of the proposed sign project and how quickly and accurately any requested revisions are made to the application. Please note that any sign permit application must be taken before and reviewed by the Town of Carrboro Appearance Commission. The Appearance Commission typically meets twice monthly (usually the first Thursday and third Monday of the month). Applications must be submitted to the Zoning Division one week plus two days prior to a meeting to be included on the Appearance Commission's Agenda. This schedule allows the staff person responsible for processing sign permits ample time to review an

application for compliance with the sign ordinance before sending the application to the Appearance Commission. Generally, the time frame only extends beyond one month if the Appearance Commission requests substantial changes to a proposed sign, in which case the applicant must make revisions and be placed on the agenda for a subsequent meeting.

How does the Sign Permit Approval Process typically work?

Again, please note that complete details are included in the Sign Permit Procedure handout, available in the Planning Department. In short, the applicant submits a sign permit application along with all other applicable information. Next, a Planner/Zoning Development Specialist will review the application for compliance with Article XVII, Signs, of the LUO. If the application meets the requirements of the sign ordinance, the Planner places the application on the agenda for the next Appearance Commission meeting. The applicant's presence is requested at the meeting. The Appearance Commission will comment on the application and recommend either approval, approval with certain conditions, or denial. In turn, the applicant makes any necessary revisions to the application. If necessary, the Planner then places the revised application on the agenda for the following Appearance Commission meeting. After the Appearance Commission's requirements have been satisfied, the Planner will ask a member of the Inspections Division to sign the permit to signify that all of their requirements have been satisfied. Then, the Planner issues the permit.

Please note that all requirements of the Inspections Division must be satisfied before they will sign the permit. Only after the sign permit has been issued may the sign be erected.

How much does the Sign Permit cost?

Please see the "Town of Carrboro Schedule of Fees and Miscellaneous Charges" found in Appendix I - 28 (subject to change annually).