

**REVIEW PROCESS:**

- Complete checklist items below and page two (2); put N/A for any that items don't apply, sign and submit with \$25.00 fee for review.
- Allow 2-3 business days (on average) for review comments to be completed.
- A copy of the permit will be provided to the applicant after being signed by a Planning staff member.

**CHECKLIST:**

**Wall or Ground Sign** - Provide one (1) sign drawing (no larger than 11 X 17) with the following information:

- \_\_\_ Length, width, height and overall square footage (SF) of sign – measure ground sign height from ground level to top of posts.
- \_\_\_ Show all lettering, graphics, and colors to be on sign face.
- \_\_\_ Sign materials (i.e. banner, plywood, foam core board).
- \_\_\_ Banner to be placed on building; provide drawing showing the building elevation.

**Additional Ground Sign Checklist Items** - Provide one (1) site layout of the property (no larger than 11 X 17 - may be combined with sign drawing) with the following information:

- \_\_\_ Building(s), parking lot, street frontage, and landscaping near the location of the sign placement.
- \_\_\_ Location of sign(s) – ground sign to be placed out of the right of way (ROW) and site triangle at an intersection; in general, this is **on private property** a minimum of 10' back of curb and if there is a sidewalk then behind the sidewalk.
- \_\_\_ **Yes** \_\_\_ **No** - Is there a promotional or non-profit event associated with the sign(s)?

If **yes**, then a **Temporary Use Event Permit Application** will need to be completed and submitted. The application is available to download on the town of Apex website: <http://www.apexnc.org/services/planning/applications-schedules> or available to pick up in the Planning Department at the front counter. The address is 73 Hunter Street, 2<sup>nd</sup> floor, Apex Town Hall and the department main number is 919-249-3426.

