



TOWN OF  
**HILLSBOROUGH**

# ZONING COMPLIANCE APPLICATION

## Signs

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
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www.hillsboroughnc.gov

A zoning compliance permit is required for signs regulated under the Unified Development Ordinance on property in the town limits and in the extraterritorial jurisdiction.

Sign regulations for temporary and permanent signs can be found in the [Unified Development Ordinance](#) in Section 6.18.

**For the application to be considered complete, all sections must be completed. The property owner must sign the Authority to File Application section on the last page (applicant and property owner signatures are required).**

GENERAL INFORMATION				
Project Address:				
Parcel ID #:	Zoning Classification:		<input type="checkbox"/> Historic District Overlay	
Applicant Name:				
Mailing Address:				
Phone 1:	Phone 2:	Email:		
Status of Applicant:	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Legal Representative	<input type="checkbox"/> Other
Property Owner(s) Name:				
Mailing Address:				
Phone 1:	Phone 2:	Email:		

PERMANENT SIGNS			
Sign Type:	<input type="checkbox"/> Wall-mounted (includes hanging, awning, projecting)		<input type="checkbox"/> Free-standing (includes pole, ground, or post-mounted)
Sign Dimensions	Height (feet):	Width (feet):	
1. If wall mounted: Exterior length of wall on which the sign(s) will be mounted (feet):			
2. If free-standing: Distance of property street frontage (feet):			Height above grade (feet):
* <b>FOR SIGNS IN THE HISTORIC DISTRICT:</b> A Certificate of Appropriateness is required before a zoning compliance permit may be issued. For Certificate of Appropriateness information, see the <a href="#">Historic District Design Standards</a> .			

TEMPORARY SANDWICH BOARD SIGNS			
Sign Dimensions:	Height (feet):	Width (feet):	The sign is constructed of: <input type="checkbox"/> Wood <input type="checkbox"/> Metal
Display Location:			
<input type="checkbox"/> This location is in the Historic District, and I have received a Certificate of Appropriateness.			

<input type="checkbox"/> I understand that the sign may only be displayed when my business is open, and I agree to bring the sandwich board sign inside when my business is closed.
<input type="checkbox"/> I understand that the sidewalk must have a 6-foot-wide, clear pedestrian path, compliant with the Americans with Disabilities Act, along the back of the curb. My business and employees will locate this sign to maintain that clear passage.
<input type="checkbox"/> I understand that the sidewalk must have a 4-foot-wide, clear pedestrian path, compliant with the Americans with Disabilities Act, to the front door of any businesses. My business and employees will locate this sign such that clear passage is maintained.
<input type="checkbox"/> I understand that to be eligible to have this type of sign, there must be a public sidewalk on which to place a sandwich board directly in front of my business.
<input type="checkbox"/> I understand that only one sandwich board sign is permitted per parcel of land and that in cases where multiple tenants wish to have this type of sign, the first tenant who applies will have rights to the sign.
<input type="checkbox"/> I understand that the maximum height of a sandwich board sign is 48 inches, including the legs, and that the maximum square footage of the sign face is 6 square feet.

SPECIAL EVENT SIGNS			
Event Organizer and Name:			
Event Date(s):			
Event Location 1:			
Event Location 2:			
Sign Dimensions:	Height (feet):	Width (feet):	Total square footage requested:
Sign Message:			
Sign Location 1:			
Sign Location 2:			
Sign Location 3:			
Sign Location 4:			
Sign Location 5 ( <b>EVENT SITE ONLY</b> ):			
Sign Installation Date:		Sign Removal Date:	
*Sign installation can commence 14 days in advance. Sign must be removed no more than 48 hours after the event			
<input type="checkbox"/> I have entered this banner request through the <a href="#">reservations calendar</a> on the town website.			

**REQUIRED DOCUMENTATION**

**FOR SIGNS IN THE HISTORIC DISTRICT:** A Certificate of Appropriateness is required before a zoning compliance permit may be issued. See [Certificate of Appropriateness](#) on the town website.

**FOR ANY PERMANENT SIGNS:** With this application, provide a plan drawn to scale that shows all existing structures, proposed changes, sign location, and size. Examples can be found in the Application Examples section of the [Certificate of Appropriateness](#) page on the town website.

**AUTHORITY TO FILE APPLICATION**

I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange, and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Hillsborough Planning and Economic Development Division may enter the subject property for the purpose of investigation and analysis of this request.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PROPERTY OWNER’S SIGNATURE.**

Applicant Signature: \_\_\_\_\_ Date:

Property Owner Signature: \_\_\_\_\_ Date:

**DEPARTMENT USE ONLY**

Date Received:

Staff:

ETJ:  Yes,  No

Legal Nonconforming Lot:  Yes,  No

Floodplain on Site:  Yes,  No

Flood Zone:

Flood Map #:

Plus (+) Overlay District  Yes,  No

Historic District Overlay  Yes,  No

Section 4B Only: Is the event in the jurisdiction of the town?  Yes,  No

Zoning Officer's Decision  Approved,  Approved with Conditions,  Denied

Approved Conditions:

Comments or Reason for Denial:

Permit:

Zoning Office Signature:

Date:

Date Permit Picked Up:

Fee: \$

Receipt #: