



## **OVERVIEW**

The Guilford County Unified Development Ordinance (UDO) regulates the type, number, size and location of all signs that advertise, identify, display, direct or attract attention to a business, industry, product or organization. All signs with the exception of those erected by State or Federal government, are subject to the provisions of the Guilford County UDO Article 7 Signs.

## **PERMIT APPLICATION AND ISSUANCE**

Application for a Sign Permit shall be made to the Inspections Department. Inspections staff will review the application and documents submitted, and after review, they will forward the application to the Planning Department. After planner approval, Inspections staff will issue the permit and notify the applicant when ready for pickup. The permit shall not be issued until all applicable information below is submitted for a complete review.

- 1) Sign Drawing drawn to scale
- 2) Site Plan drawn to scale (does not apply to wall signs)
- 3) Wall Elevation drawn to scale (does not apply to freestanding or monument signs)
- 4) Engineered Foundation/Footing Plans drawn to scale, if free-standing sign is greater than 10 feet in height.
- 5) Electrical Contractor Information if sign to be illuminated
- 6) Master or Common Signage Plan approval
- 7) Completed application

## **SIGN CLASSIFICATION**

Signs under the Ordinance are classified in four different types:

- 1) Signs prohibited everywhere
- 2) Signs that do not require a permit
- 3) Signs that require a permit
- 4) Billboards - For more information on billboards, refer to the Guilford County UDO Article 7, Section 7.11.

Refer to Tables 7.7.1, in Section 7.7, 7.9.1 and 7.9.2, in Section 7.9 of the UDO, for specifications of individual Sign Types. Also refer to the example attached for Sign Type clarification.

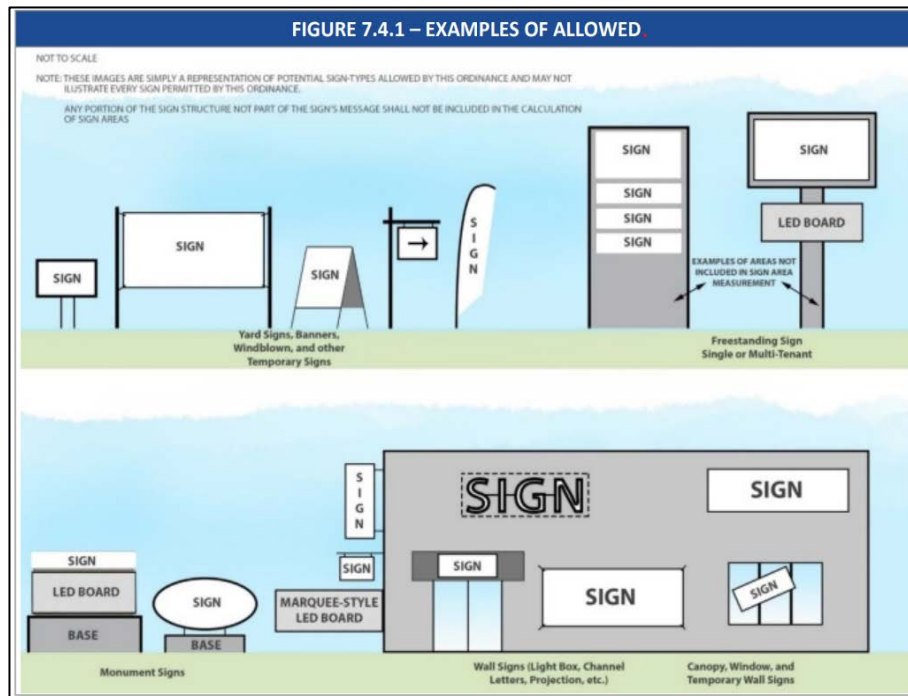
## **COMPUTATION OF SIGN AREA**

Refer to the Guilford County UDO Section 7.3 for area calculations for signs. Also refer to the attached examples for further interpretations.

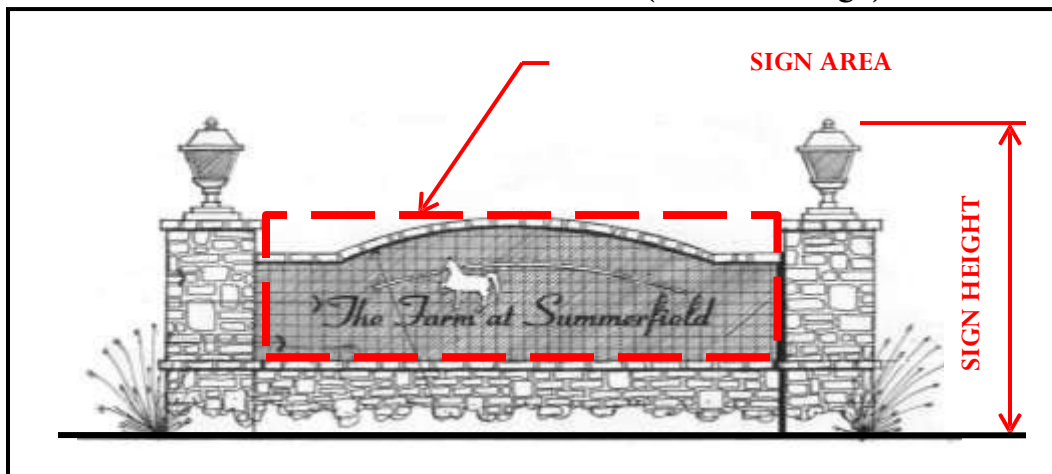
*This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Unified Development Ordinance in any legal proceeding.*



TYPES OF SIGNS



SUBDIVISION ENTRANCE SIGN (Monument Sign)



1. **Sign Height** shall be computed as
  - a) The distance from the base of the sign at finished lot grade to the top of the highest component of the sign.
  - b) Finished grade shall be the grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
2. **Structural and/or decorative elements** not included in the measurement of the sign area shall not:
  - a) Measure more than two feet above in height and is included in calculating the total sign height.
  - b) Total height more than the prescribed height allowance per tables 7.7.1, 7.9.1 and 7.9.2.

**Sign Area** shall be computed by means of the smallest square, circle, rectangle, triangle or combination thereof which will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the back drop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall. (See Sec. 7.3.A.1 of the UDO)