



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.

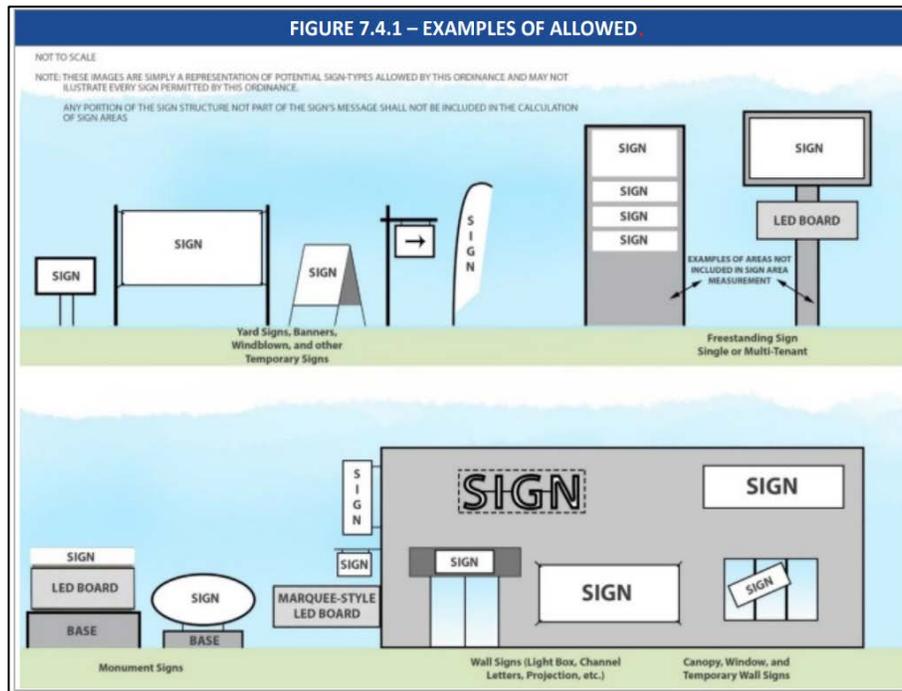
COMPUTATION OF SIGN AREA

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

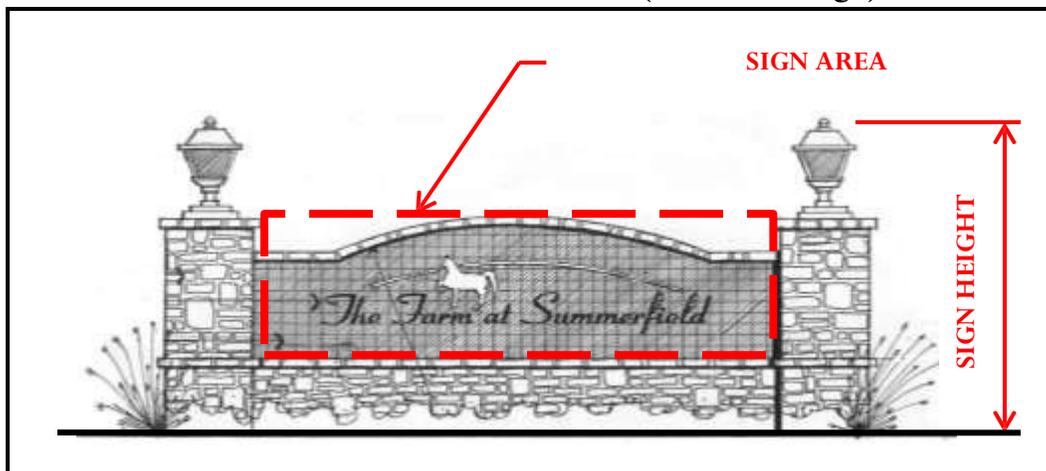
This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Unified Development Ordinance in any legal proceeding.



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)



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Sign Permit
Application**

Permit # _____ Tracking # _____

APPLICATION CHECKLIST

All documents to be drawn to scale

- Sign Drawing Site Plan Drawing Wall Elevation Engineered Foundation/Footing Plan-
If sign greater than 10ft in height
- Master or Common Signage Plan Approval

- Electrical Contractor Contact Info, If sign to be Illuminated, electrical permit required

Business Name _____ State License # _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Phone # _____ E-Mail _____

- Zoning Approval

Zoning Investigator/Planner Signature _____ Date _____

SIGN INFORMATION

Type of Sign: New Replacement Alteration

Accessory Free-Standing

Accessory Attached

Development Identification # of Businesses _____

Wall - Area (SF) _____

Outparcel

Awning, Canopy, Marquee - Area(SF) _____

Playbill # of theater complexes _____

Suspended

Development Entrance # of entrances _____

Banners - (LF) _____

Banners

Proposed Sign Area (SF) _____ Proposed Sign Height _____

PROPERTY LOCATION INFORMATION

Address _____ City _____ State _____ Zip Code _____

Tax Parcel # _____ Zoning District _____

Comments or Conditions _____

Overlay District _____ Road Frontage (LF) _____

PROPERTY OWNER INFORMATION

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Signature _____ Date _____

APPLICANT/INSTALLER CONTACT INFORMATION Same as property owner above

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Signature _____ Date _____