

Town Of Wendell
15 East Fourth St
Wendell, NC 27591
Phone: 919-365-4448 Fax: 919-366-1462
www.townofwendell.com

Office Use Only:

Amount Paid: _____

Cash/Check: _____

Date Received: _____



COMMERCIAL ZONING COMPLIANCE APPLICATION

Business Name _____ Name of Business Owner _____ Name of Property Owner _____

Physical Address of Business (Do not use PO Box) _____

Mailing Address of Business (If different from Physical Address) _____

(_____) _____ (_____) _____
Business Phone Fax Website

Primary Contact and Relationship to Business _____

(_____) _____ (_____) _____
Contact's Home Phone Cell Phone Email

Secondary Contact Person and Relationship to Business _____ (_____) _____
(This person should have access to the building and any alarm equipment) Secondary Contact's Phone

Building Square Footage: _____ Previous Business Name/Use at Location: _____

Completely describe your business, including all activities: _____

Is this a home based business? ☐ Yes ☐ No

Does your business sell food? ☐ Yes ☐ No

Does your business sell alcoholic beverages? ☐ Yes ☐ No

Is this a child/adult care facility? ☐ Yes ☐ No

Applicant Signature: _____ Date: _____

For Office Use Only

PIN: _____ Zoning District: _____

Located within Corporate Limits: ☐

Located within ETJ: ☐

Use is allowed in Zoning District: ☐

Use complies with Zoning Ordinance: ☐

Use has supplemental standards: ☐

Comments and Conditions: _____

Planning Department Approval: _____ Date: _____

*Zoning Compliance Letter may be printed on town letterhead upon request.



Permanent Sign Permit Application

Fee Paid:

Date:

Date:

Phone:

Email:

Applicant's Name:

Mailing Address:

Address of Sign's Location:

Is Building on Corner Lot: Y or N

Size of Signage: x

Height of Sign:

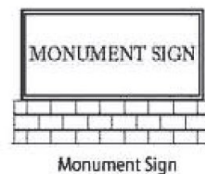
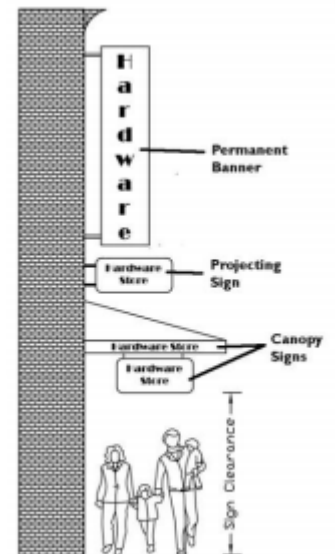
Width of Building/Tenant Space:

Description:

Permits for all permanent signs should be accompanied by **3 sets of site plans** and **3 sets of building plans/drawings** showing the dimensions, supports, proposed location relative to its surroundings, colors, lettering, graphics, lighting, and material(s). Some signs require a **Building Permit**.

Check the appropriate sign type/description (categories not limited to graphic description):

- ☐ **Suspended Single Post** - May not be internally illuminated, cannot be in or over hang the right-of-way. Max. height 5 feet.
- ☐ **Wall Signs** - Mounted on wall or placed on windows and doors. Signage on windows and doors may not exceed 25% of the window/door.
- ☐ **Canopy Signs** - Must be at least 8 feet above sidewalk level if suspended canopy. Max. dimension 40" wide x 16" tall.
- ☐ **Projecting Signs** - Building façade must have min. 20 feet width. Sign height max. 8 feet, max. surface area 16 square feet. May not project more than 5 feet.
- ☐ **Monument Signs** - Only buildings set back more than 25 feet from the right-of-way with more than 100 feet of street frontage may utilize a monument sign. Signs must include a support/base (min. 2 foot in height) constructed of rock, brick, or other masonry. Sign must be located at least 5 feet behind right-of-way and outside the sight triangle. Max. height 7 feet for low monument signs, 12 feet for tall monument signs, with an additional 1 foot allowed for a sign topper.



See Chapter 12 of the UDO for additional sign regulations.

I, the undersigned, agree to abide by the regulations set in Chapter 12 of the Wendell UDO and any other applicable regulations or conditions related to the erection and maintenance of the above designated sign. I understand that violation of any of the regulations will result in the revocation of this sign permit and may require the removal/relocation of the violating sign in addition to possible penalties.

Applicant Signature

Date

Staff Conditions/Comments:

Town Staff Signature

Date