



Town Of Wendell
409 Landing View Dr
Wendell, NC 27591
919-365-4448

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 alcoholic beverages? ☐ Yes ☐ No
Does your business sell food? ☐ Yes ☐ No Is this a child/adult care facility? ☐ Yes ☐ No

Applicant Signature: _____ Date: _____
Building Owner 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: _____



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:

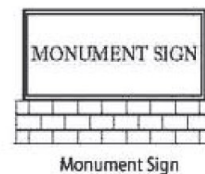
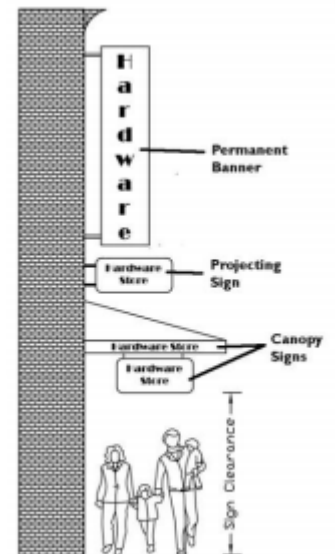
Width of Building/Tenant Space:

Description:

Permit applications for all permanent signs, **site plans** and **building plans/drawings** showing the dimensions, supports, proposed location relative to its surroundings, colors, lettering, graphics, lighting, and material(s) should be submitted electronically to plans@townofwendellinc.gov. 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



Temporary Sign Permit Application

Fee Paid:	Date:
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Date:

Name of Organization:		Phone:
Name of Contact:		Email:
Organization's Physical Address:		
Mailing Address:		
Address of Sign's Location*:	Size of Sign:	x
Dates of Posting Signs:	Number of Signs:	
Description:		

**If the temporary signs will be placed in more than 1 location, please provide an attached list of addresses.*

Excluding small ground signs, no more than 4 total temporary sign permits are allowed per organization per year. Signs enumerated below shall be located either behind a sidewalk or ditch line, or where neither is present, signs must be located at least five feet from the edge of pavement. Ground mounted signs (excluding lighter-than-air and mobile signs) shall be limited to seven feet in height. The applicant must obtain permission from the property owner to post the sign. All temporary signs shall be properly maintained and kept in an upright position or may be subject to removal by the Town.

See Chapter 12 of the UDO for additional sign regulations.

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

- ☐ **Lighter-than-Air** - Permitted on business premises up to 2 times per year, up to 3 consecutive days. Height allowed is proportional to distance from property line, up to 100 feet.
- ☐ **Seasonal Farm Product** - Permitted for a max. period of 60 days. 3 square foot max. sign area permitted. Signs must be located on private property. No more than 6 signs are permitted at any one time.
- ☐ **Banners & Pennants** - Located on the building and must relate to a special promotion or event of limited duration - may not replace permanent sign. Only 1 per business is permitted to be displayed at a time for 30 days max. Area may not exceed 32 square feet.
- ☐ **Small Ground** - Max. size of 3 square feet permitted. Only permitted for businesses and nonprofits located within Wendell's jurisdiction. No more than 12 are permitted per organization at one time. No more than 2 may be located on the same property. There is no limit on sign duration.
- ☐ **All Other Temporary Signs** - Combined size cannot exceed 32 square feet. If more than 1 is placed on the same property, the sign area allowed is reduced to 3 square feet each. Permit will be allowed for 14 days.

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 _____