



SECTION 5.07

UDO Permit: Sign Installation

A UDO Permit for Sign Installation is required for certain permanent and temporary signs located on private property as specified in UDO Section 7.03.

UDO Permit For Sign Installation:

Expected Review Time: Approximately 5-10 business days.

Primary Processing Department: Planning & Zoning

Departments involved in UDO Permit for Sign Installation review process: Planning & Zoning, Engineering, Building Code Enforcement

UDO Permit For Sign Installation Petition Procedures:

NOTES: Sign Regulations can be found in UDO Section 7.03

- UDO Permits are not required for the following Permanent Signs:
 - Window signs.
- UDO Permits are not required for the following Temporary Signs: [Amended Resolution #15-26]*
 - Window signs;
 - A-frame, T-frame, menu board, and sandwich board signs displayed during working hours;
 - Sign in right-of-way (See Town Code Section 4-1011 for additional information).

Prior to Filing Petition:

1. Schedule a preliminary consultation through the Department of Planning & Zoning if you have questions regarding whether a permit is required or for UDO interpretation. This consultation is not required, but is suggested to reduce the staff review time.

Petition Filing:

1. Submit a UDO Permit for Sign Installation Petition, along with all supporting documentation to the Department of Planning & Zoning. The Sign Installation Packet provides a detailed list of all petition submittal requirements.
2. The Department of Planning and Zoning will notify Petitioner of an incomplete petition or any missing information within two (2) business days after the submittal. This information must be completed and submitted within five (5) business days, or the application will be considered incomplete, marked as such and the Petition will be returned to the Petitioner.

Petition Review Process:

1. The Department of Planning & Zoning will forward a copy of the completed petition to all staff in the specific review process.
2. Staff will review the submitted petition and the Department of Planning & Zoning will forward all Staff comments to those named on the Petition if additional information, clarification, or modifications are needed.

Determination of Official Action Temporary Signs:

1. If the determination is for approval or approval with conditions, the Department of Planning & Zoning will issue a UDO Permit for Temporary Sign Installation to the Petitioner named on the UDO Permit for Sign Installation Petition. The UDO Permit for Temporary Sign Permit Approval notice shall be

accompanied by a Town of Holly Springs Temporary Sign Permit sticker which shall be placed by the petitioner in the lower left hand corner of the front side of the sign. The display of this decal is your proof that you have received approval to display such temporary sign. [Amended Resolution #15-26]*

Determination of Official Action Permanent Signs: [Amended Resolution #15-26]*

1. With the exception of median signs, within five (5) business days after the submittal or re-submittal date, the Director shall make a final determination to either: approve, approve with conditions, or deny the petition request based upon confirmation from the other Department Directors involved in the review procedure.
 - a) At the conclusion of five (5) business days, completed sign petitions will be considered approved unless the petitioner is otherwise notified by the Department of Planning and Zoning;
 - b) Median signs require official Town Council approval (see UDO Section 7.03, B., 1., b.). For median signs, the Department of Planning & Zoning will notify all persons named on the UDO Permit for Sign Installation Petition regarding the Director's decision within five (5) business days. If the determination is for approval or approval with conditions, the Owner as specified on the UDO Permit for Sign Installation Petition will be notified to submit the required insurance and indemnification forms. Once this information is received, the Department of Planning & Zoning will present this information to the Town Council for acceptance at the next available Town Council meeting. [Amended Ordinance #04-06]*
2. If the determination is for approval or approval with conditions, the Department of Planning & Zoning will issue an Authorization of Sign Installation to the petitioner named on the UDO Permit for Sign Installation Petition. (*This is not the official sign permit.*)

Next Steps:

1. Obtain a Building and/or Electrical Permit (if applicable) from the Building Code Enforcement Department.
2. The Petitioner must notify the Department of Planning & Zoning within two (2) business days of installation of the sign to request a Certificate of UDO Compliance. See Section 10.03 of this manual for more information.
3. The Department of Planning & Zoning will notify all persons named on the UDO Permit for Sign Installation Petition by the issuance of a UDO Permit for Sign Installation Approval notice. In the case of ground signs, the UDO Permit for Sign Installation Approval notice shall act as the final documentation for sign approval. [Amended Resolution #15-26]*