

TEMPORARY SIGN PERMIT



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services

General Information

Name (Person responsible for placing & removing sign)			For DS Use Only CV # _____ Fees Paid \$ _____ Date Received _____
Business Name			
Mailing Address			
City	State	Zip Code	
() -			
Daytime Phone Number			
Email Address			

Temporary Sign Information

Business / Event Name (if applicable) _____

Business Address/Location of Sign _____

Is your business in a shopping center or multi-tenant building? Yes No

If Yes, what is the approximate square footage of the tenant space? _____

Purpose of Temporary Sign?

Announcement/Event Development/Construction/Real Estate Grand Opening

Type of Temporary Signs Requested

Freestanding Sign (ground sign)

- Include a rendering of the sign including the dimension from grade to top of sign.
- Include a site plan clearly showing the location of the sign in relation to property lines and roadways/driveways. Show sight distance triangles.
- The installed sign must remain taut while on display.

Wall Sign

- Temporary Wall Sign must be attached tautly to the tenants' façade.

Area of Temporary Sign (use feet and inches)

Height of Sign Surface: _____ Width of Sign Surface: _____ Total Square Footage: _____

Ground Sign Only Height from Grade to Top of Sign: _____

Dates of Use From: _____ To: _____

Number of Signs Per Calendar Year: **Temporary sign request** _____ **of 4.**

Only four (4) temporary signs are allowed per calendar year for a duration of twenty-one (21) days each. There is a thirty (30) day waiting period between dates of use.

Applicant's Signature

Date

Development Services Action

Signature of Town of Holly Springs Authorized Agent

Date