



Sign – Permanent

Fee: \$275
(Revised 09/2019)

Permit Information

Requirements for permanent signs are described in Section 9.7 of the Pinehurst Development Ordinance (PDO).

This application must be completed in full and submitted with the associated fee listed in the Village’s Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100.

Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	

Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

General Information

Type of Sign Work	<input type="checkbox"/> New Sign <input type="checkbox"/> Relocate Existing Sign <input type="checkbox"/> Replace Existing Sign		
# of Signs			
Total Area of Existing Signs (Square Feet)			
Multi-Tenant Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No	Part of a Comprehensive Sign Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Care or Religious Institution Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gas Fueling Station Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Permanent Sign Information

Type of Sign	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Window Door Sign <input type="checkbox"/> Awning/Canopy Sign <input type="checkbox"/> Roof Sign <input type="checkbox"/> Theatre/Marquee Sign <input type="checkbox"/> Projected/ Suspended Sign			<input type="checkbox"/> Address/Tenant Sign <input type="checkbox"/> Ground Sign- Freestanding <input type="checkbox"/> Post and Arm Sign- Freestanding <input type="checkbox"/> Portable/A-Frame Sign- Freestanding <input type="checkbox"/> Other		
Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Height		Width				
Height Above Grade						
Area		# of Faces				
Sign Copy (Text included on sign)						
Location						

Zoning Information

Zoning District					
Overlay District	<input type="checkbox"/> Historic Preservation Overlay District <input type="checkbox"/> Pinehurst South Overlay District			<input type="checkbox"/> N/A	

Required Documents

<input type="checkbox"/> Site Plan <input type="checkbox"/> Sketch and/or photos

Additional Village Permits (As Applicable) – Must accompany this permit with the applicable fee

<input type="checkbox"/> Certificate of Appropriateness (COA) – If located in the Historic Preservation Overlay District
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Notice to Applicant

By completing and submitting this application, you certify that this application and submittal is complete and accurate.

Applicant Signature: _____ Date: _____