



# COMMON AND WAY-FINDING SIGNAGE APPLICATION



**Submittal Deadline:** Common and Way-Finding Signage plans may be submitted any day without an appointment to the Customer Service Section of the Planning Department no later than 4 p.m. on Tuesdays in order to be distributed for review by the Friday of that week. Plans will have comments returned to the applicant within a 10 business days of Tuesday submittal deadline. See Common and Way-Finding Checklist/Worksheet for required submittal materials. For more information contact Bo Dobrzanski, Planning Supervisor ([Bo.Dobrzanski@DurhamNC.gov](mailto:Bo.Dobrzanski@DurhamNC.gov)), 919-560-4137.

Application Type:    Common Signage Plan    Way-Finding Signage Plan    Landmark Sign (*UDO Section 11.7*)

### Property Information

Case Number (STAFF ONLY):		PID(s):	
Site Address:		PIN(s) :	
Existing Zoning District(s) :			Tier:
Watershed: <input type="checkbox"/> E-A <input type="checkbox"/> E-B <input type="checkbox"/> F/J-A <input type="checkbox"/> F/J-B <input type="checkbox"/> M/LR-A <input type="checkbox"/> M/LR-B <input type="checkbox"/> N/A			River Basin: <input type="checkbox"/> Neuse <input type="checkbox"/> Cape Fear
Jurisdiction for Review: <input type="checkbox"/> City <input type="checkbox"/> County-Inside UGA <input type="checkbox"/> County-Outside UGA			Total Tract Acreage:
Other Overlays: <input type="checkbox"/> MTC <input type="checkbox"/> Historic District <input type="checkbox"/> Neighborhood Protection <input type="checkbox"/> Transitional Office <input type="checkbox"/> Airport			
Prior Common Signage/Way-Finding Case #		Approved Site Plan Case #	

### Project Summary

Project Name:				
Area of Disturbance:	<input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Project Area:	<input type="checkbox"/> acres <input type="checkbox"/> sq. ft.	Building Area (sq. ft.):
Project Scope:				

### Property Owner

Name:	Organization:
Address:	City, State, Zip:
Phone:	E-mail:
Signature of Owner (required):	
<i>This authorizes City and County Planning Staff to perform site visits related to the review of this application</i>	

### Applicant (Primary Contact Person)

Name:	Organization:
Address:	City, State, Zip:
Phone:	E-mail:
Signature of Applicant (required):	

### Tracking Information (Staff Only)

Date rec'd:	Received by:	Case Planner:	Comments Due:
<b>Fee Calculation:</b> \$ _____ Base Fee + (\$25 per lot X _____ lots = \$ _____) and/ or + (\$25/ 1,000 sf X _____ = \$ _____) = \$ _____ Subtotal A + \$ _____ Floodplain Development Permit Fee = \$ _____ Subtotal B <b>Total Fee Required = \$ _____ Subtotal B + 4% Tech Surcharge (\$ _____) = \$ _____</b>			



Durham City-County Planning Department  
**COMMON AND WAY-FINDING SIGNAGE**  
 Required Signage Plan Worksheet



**I. PROJECT NAME**

	Case Number (STAFF ONLY):
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**II. SUBMITTAL INSTRUCTIONS**

**Applicability:** Use this application/checklist for **Common and Way-Finding Signage Plans**.

- A **common signage plan** is required for all signs for one or more buildings or businesses within a unified development complex, as demonstrated through a development plan or approved site plan(s), even if the property is subdivided and has various owners. Please note that approval of a common signage plan is required prior to the issuance of a sign permit.
- A **way-finding signage plan** is required to allow signs pursuant to Unified Development Ordinance (UDO) Section 11.6.2.A.8, "Medical Center Signs".

**Submit To:** Durham City-County Planning Department, 101 City Hall Plaza, Durham, NC 27701

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**Submittal Format:** Plans must be submitted to scale, and must be stapled and folded with a maximum sheet size of 11" x 17".

**Incomplete Submittal:** If a submittal is deemed incomplete for processing the applicant will be notified by 5 PM the Thursday (*excluding holidays*) following the submittal, and the submittal will be returned to the applicant.

**For More Information:** Contact Bo Dobrzanski, Planning Supervisor ([Bo.Dobrzanski@DurhamNC.gov](mailto:Bo.Dobrzanski@DurhamNC.gov)), or another member of the Development Review Team at 919-560-4137.

*Note: Common Signage Plans are not required in Design Districts.*

**III. COMMON SIGNAGE PLAN AMENDMENTS**

Revisions or amendments to a common signage plan shall require documentation from all tenants on the property prior to approval. Signs erected after September 1, 1989, and subsequently made nonconforming because of an amendment to a common signage plan shall be brought into compliance with the amended plan within six months of approval of the amended plan.

**IV. SUBMITTAL CONTENT**

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Common and Way-Finding Signage Application
1	<input type="checkbox"/> Signage Plan Worksheet
1	<input type="checkbox"/> Amendment Signature Page for Project Owners and Tenants/ or documentation of notification to all owners and tenants on the property ( <i>as applicable</i> )
1	<input type="checkbox"/> Check for review fee (\$182 total fee) payable to "City of Durham"
2	<input type="checkbox"/> Paper copies of Signage Plan drawings

**V. FEE SCHEDULE (Effective October 15, 2012)**

<b>Administrative Site Plan</b>	\$175 + 4% technology surcharge = \$182 total fee
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**VI. CHECKLIST**

*Plans must contain the following information, as applicable: UDO Sections 3.11 and 11.8*

**Cover Sheet (or Top Sheet, if there is no cover sheet)**

- Project name
- Contact information for owner, applicant and all consultants
- Address
- Parcel Identification Number
- Stamping area (lower right corner; SP – 4" x 4")
- Site data table (*List the Zoning District, Jurisdiction, Development Tier, and Overlay District(s)*)

**Site Drawings** (note: drawings should be to a measureable scale)

- Property boundary showing context of area with north arrow and graphic scale
- Streets shown and labeled with street name
- Site size
- Length of site frontage
- Building footprint(s)
- Signage Setbacks (UDO Section 11.6.2.A.5)
- Site Distance Triangle(s) (UDO Section 11.6.2.A.4 and 12.3.1.D)
- Proposed freestanding signage location(s)

**Building Drawings**

- Building elevations drawn to scale with location of proposed wall signs identified– UDO Section 11.6.1.I (*Wall signs may not exceed 15% of the wall area size*)

**Sign Drawings** (See UDO Section 11.6 for signs requiring permits)

- Free Standing Signs** (UDO Section 11.6.2)
  - o Sign height
  - o Sign area
  - o Fonts to be used
  - o Colors to be used
  - o Sign support details with dimensional information
  - o Lighting specification
  - o Specific allowed variations in font size
- Wall Signs** (UDO Section 11.6.1.I)
  - o Sign location shown on building elevation(s)
  - o Sign area for each building façade and/or for each possible tenant
  - o Fonts to be used
  - o Colors to be used
  - o Lighting specifications
  - o Specific allowed variations in font size

**VII. Worksheet Information**

**Provide separate worksheets for different types of signs (i.e. one for freestanding signs and one for wall signs, if both types are proposed)**

The common signage plan shall consist of five elements: *(UDO Section 11.8)*

**Location:** Identification of sign locations on buildings or property. An attachment must be submitted indicating location of signs. For freestanding signs, the location must demonstrate that it is outside any site distance triangle.

**Materials & Illumination:** Description of the type of sign and sign materials, including construction materials and proposed lighting if any.

**Size:** Itemization of sign size or band area at identified locations. Allocation of sign area for multi-tenant structures may favor one tenant or series of tenants over another, provided the property owner identifies the available sign area per tenant.

**Letter Style:** Description of dominant letter style and letter height to be used on the signs. Provide a separate sheet demonstrating the proposed font (upper and lower case alphabet and 0 through 9).

*(Modifications to the lettering style to accommodate state and federally registered trademarks (logos) may be permitted if the approving authority feels that the intent of the common signage plan requirements will be maintained. In allowing the modifications, the approving authority may limit the logo size.)*

***Do you wish to allow for a lettering style that has a registered state or federal trademark?***

**Color:** Listing of the colors to be used on each sign. A color palette may be required if not submitted with the original application.

*(A maximum of three colors plus either black or white are allowed in a single common plan. Any neon lighting for building signage shall be matched to an approved color specified on the signage plan in order to be included as a part of the color scheme.)*

**Signatures**

<b>Owner Name</b> (Print):	<b>Signature of Owner:</b>	<b>Date:</b>
<b>Applicant Name</b> (Print):	<b>Signature of Applicant:</b>	<b>Date:</b>

