



TOWN OF MINT HILL
4430 MINT HILL VILLAGE LANE
MINT HILL, NC 28227
704-545-9726 PHONE
704-545-0802 FAX

Sign Permit Application

Please review the Town's Unified Development Ordinance (UDO) Regulations in Section 6.5 at www.minthill.com, as it relates to signage prior to submitting your sign permit application. One application should be submitted per sign. For example, if your project will have more than one attached sign such as a restaurant splitting its allowed 64 square feet of signage into 2 or 3 different signs, please complete an application for each additional sign. The fee is \$115 for the applications if submitted on the same date for the same business.

Planning staff will not issue the permit until payment is received. You can either mail a check payable to the Town of Mint Hill or pay in-person at Town Hall with check, cash or credit card.

*Note: Please fill out **thoroughly** to avoid processing delays.*

All prompts must be filled out according to the information requested in this form. Incomplete or improperly filed application(s) will be returned to the applicant and will need to be resubmitted.

If you have any questions about this process, please call the Planning Department at 704-545-9726.

Contact Person's Name _____

Contact Person's Email & Telephone Number _____

Mecklenburg County Contractor ID # _____ (if you have one).

Property Address _____ Tax Parcel ID # _____

Property Use _____

Comments: _____

CONTACTS

Property Owner (not leasing company):

Property Owner Address:

Property Owner Email:

Property Owner Phone Number:

Sign Owner (if different than property owner):

Sign Owner Address:

Sign Owner Email:

Sign Owner Phone Number:

Sign Contractor:

Sign Contractor Address:

Sign Contractor Email:

Sign Contractor Phone Number:

PROPOSED SIGNAGE

Category: Detached _____ Attached _____

Sign Text (verbiage on the sign): _____

PROPOSED DETACHED SIGN

Height

Width

Total Square Feet

(ex. 6'6")

(ex 8'0")

(ex 52'0")

Ground Clearance of Sign _____ Total Height of Sign _____

Is the sign illuminated? If yes, electrical permit is required. Yes _____ No _____

Does the proposed sign flash? Yes _____ No _____

Is the sign in the sight distance triangle? Yes _____ No _____

Distance sign is located behind the right-of-way (ex 12'8") _____

EXISTING SIGN

Any existing detached signs on this parcel? Yes _____ No _____

Existing Sign Size:

Height	Width	Total Square Feet
_____	_____	_____
(ex 6'6")	(ex 8'0")	(ex 52'0")

Ground clearance of existing sign	Total height of existing sign
_____	_____
(ex 4'0")	(ex 10'6")

PROPOSED ATTACHED SIGN

Wall Elevation: Front _____ Rear _____ Right _____ Left _____

Height	Width	Total Square feet
_____	_____	_____
(ex 6'6")	(ex 8'0")	(ex 52'0")

Is the sign illuminated? If yes, electrical permit is required. Yes _____ No _____

Does the proposed sign flash? Yes _____ No _____

Proposed sign projection from building wall: _____

Any existing permitted signs attached to wall elevation? Yes _____ No _____

If there are multiple existing attached signs, total the dimensions in the fields below

Height	Width	Total Square Feet
_____	_____	_____
(ex 6'6")	(ex 8'0")	(ex 52'0")

ATTACHMENTS: Please attach all necessary supporting documentation, including photos/sketches of any existing signage, sketch/plot plan of the proposed signage, including location on the site (i.e. an aerial image with a pin marking where a detached sign will be), etc.

Any additional comments: _____

CERTIFICATION: I have filled out this application in its entirety. I hereby certify that all of the information contained herein and attached is true and correct to the best of my knowledge. I understand and acknowledge that any violation of any provision of the Town of Mint Hill's Unified Development Ordinance will be grounds for revoking this permit.

I acknowledge the above certification statement: Yes _____ No _____

Applicant Signature:

Date:

REMINDER:

I acknowledge that all prompts have been filled out according to the information requested on this form. Incomplete or improperly filed application(s) will be returned and will need to be resubmitted.

I further acknowledge that payment of \$115 for the sign permit application(s) must be received before my sign permit(s) can be issued. Please mail your check payable to the Town of Mint Hill located at 4430 Mint Hill Village Lane, Mint Hill, NC 28227 or pay in-person between 8:30 am – 5:00 pm at Town Hall with check, cash or credit card. The fee is \$115 per sign application OR bundled applications if submitted on the same date for the same business.