



Sign Zoning Permit Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application.

SUBMITTAL CHECKLIST

- Address for property: _____
 - For property requiring an address, contact Laura Coppola, GIS Specialist, at 704.920.4375 or lcoppola@kannapolisnc.gov
 - For property requiring 1-5 addresses, the addresses will be viewable through Cabarrus County GIS within 5 working days
 - For property requiring more than 5 addresses, the addresses will be viewable through Cabarrus County within 10 working days

- Digital format of all documents submitted through Accela Citizen Access:
<https://accela1.cabarruscounty.us/CitizenAccess/> Create a Plan Review, Building (PRB)

All City of Kannapolis required documents must be uploaded and legible. For property in the extra-territorial jurisdiction (ETJ) in Rowan County, all required documents must be presented in person at the planning department.

- City of Kannapolis required documents include:
 - Sign Zoning Permit Application
 - Colored renderings of the proposed signage, dimensions of the sign location on a plot plan (for monument signs and store front linear size (for wall signs)

- Sign permit fee is \$40.00

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____

Date: _____

THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.

CABARRUS OR ROWAN COUNTY BUILDING INSPECTIONS

Plans must be submitted to the County in order to receiving a Building Permit.
Typically, **plans can be reviewed concurrently** by the City and the County.

Cabarrus - 65 Union Street South, Concord, NC 28025; (p) 704.920.2128

All development within the city limits of Kannapolis
(regardless of being located in Rowan County, except ETJ) is reviewed by Cabarrus County.

Rowan - 402 North Main Street, Salisbury, NC 28144-4373; (p) 704.216.8619

All development within the Kannapolis Extra Territorial Jurisdiction (ETJ)
is reviewed by Rowan County.

SIGN ZONING PERMIT APPLICATION



Applicant Contact Information

Name: _____

Phone: _____ Email: _____

Property Owner Information same as applicant

Name: _____

Phone: _____ Email: _____

Project Information

Project Address: _____

Parcel: _____ Zoning Designation: _____

Permit Request

Colored renderings of the proposed signage, dimensions of the sign location on a plot plan (for ground signs) and store front linear size (for wall signs) are required (list the total square feet of each sign).

Please select all that apply:

Ground (Monument/Freestanding)

Drive Through

Wall

Changeable Copy (not to exceed 50%)

Canopy/Awning

Illumination (Internal)

Projected/Suspended

Illumination (Indirect/External)

Incidental (i.e. Directional)

Other _____

A plot plan and/or sign rendering depicting proposed and existing signage and the dimensions and measurements of all setbacks and easements must accompany this application. The applicant is responsible for meeting all standards and any applicable ordinances. The signing of the application certifies that you have been made aware of the following requirements and the information submitted on this form is true and correct.

Applicant Signature

Date