

APP. DATE: _____

PERMIT #: _____



CITY OF ASHEVILLE A-FRAME SIGN PERMIT APPLICATION

Development Services Center
161 S. Charlotte St., Rm A101
Asheville, NC
(828) 259-5822 – sign questions
(828) 259-5846 – application status
www.Ashevillenc.gov

Completed application, site plan, and drawings are required at the time of submittal. Applications **MUST** be hand delivered to DSC address above. Applications **CANNOT** be mailed or faxed.

SITE LOCATION & DESCRIPTION

Site Address: _____ PIN #: _____

Tenancy: Single Tenant Multi-Tenant Check box if PERMIT RENEWAL ONLY , old permit # _____

APPLICANT / OWNERSHIP INFORMATION

Applicant Name(s): _____ Email: _____

Mailing Address/State/Zip: _____

Phone: _____ Cell Phone: _____ FAX: _____

Business Name: _____ Privilege License #: _____

Property Owner Name:
(if different from applicant) _____ Phone: _____

If renewal, check box Permit on File and only attached current certificates and licenses.

Total Overall Width: inches	Total Overall Height: inches	Sidewalk Width: (front of building to curb) ft
Sign Next to: <input type="checkbox"/> Building <input type="checkbox"/> Curb		
Locking Arm: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain: _____		

OTHER REQUIRED INFORMATION

- Include a site plan of the property, drawn to legible scale, showing location of the A-frame in relation to street frontage and building exits.
- Include a drawing or photograph of A-Frame sign and text.
- MUST** include Certificate of Insurance for **\$1,000,000 (one million dollars)** showing the City of Asheville as an additional insured. Insurance **MUST** be maintained for the entire duration of the permit time or permit may be voided.

Approval of an A-frame permit is valid for the use as submitted. Any changes to the use, structure, or sign will invalidate this approval.

STATEMENT OF CONFORMITY: As undersigned or authorized agent of the owner, I am applying for all construction specialty permits required to construct the project as described in this application. I agree to do the described work according to the attached plans and specifications and understand that the work is to be done in accordance with the Ordinances of the City of Asheville and State of North Carolina laws. By signing this permit application, I hereby affirm that I have read and understand the City of Asheville Unified Development Code, Section 7-13 – Sign Code and further affirm that the information provided in this application is correct and complete.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY						
Zoning District:	Overlay District:	Date App Received:	Application Completed:		Receipt #:	
Permit Request	Plans Submitted	Contractor Business Name	State License #	Privilege License #	Cost of Work	Permit Fees
<input type="checkbox"/> Zoning	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> Public Works	<input type="checkbox"/>				\$	\$
<input type="checkbox"/> 4 % Tech. Fee	<input type="checkbox"/>				\$	\$
Comments:					Total Fee	\$
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Reasons): _____						

Section 7-13-4. On Premise Signs.

- c. A-frame signs shall be permitted as temporary signs in the **Central Business, Neighborhood Corridor, Urban Village,** and **Urban Residential** zoning districts provided that they comply with the following standards:
1. **A-frame signs shall be a minimum of 28 inches tall and shall not exceed 48 inches in height. A-frame signs shall not exceed 24 inches in width. The A-frame structure shall be a minimum of 18 inches in width.**
 2. Businesses are permitted one A-frame sign in addition to all other signage permitted by this chapter provided all requirements for A-frame signs set forth in this section are met.
 3. A-frame signs shall contain information and advertising for the business placing the sign only and shall not contain any endorsement or logos for any other business
 4. A-frame signs shall not block building entrances or exits and shall meet wind and safety standards.
 5. **A-frame signs shall have a locking arm or other device to stabilize the structure.**
 6. A-frame signs shall comply with requirements of Chapter 10 of the North Carolina Accessibility Code.
 7. A-frame signs shall be displayed only during the hours of operation of the business being advertised.
 8. A-frame signs shall be located abutting the building or the curb of the street.
 9. A-frame signs shall not block access to parking spaces or block traffic lanes.
 10. **Prior to the placement of an A-frame sign, the business placing the sign shall provide verification of an insurance rider with the City of Asheville in the amount of \$1,000,000.00.**
 11. **A minimum sidewalk clearance of six feet in width must be maintained.**
 12. A-frame signs shall comply with the sight visibility triangle requirements set forth in section 7-11-1 of this chapter.
 13. A temporary sign permit shall be required for A-frame signs in accordance with subsection 7-13-2(b) of this chapter. The temporary sign permit for A-frame signs shall be valid for a period of six months initially. Thereafter, the renewal shall be valid for one year.
 14. Businesses with street level public access shall place their A-frame sign(s) within the tenant frontage of the business.
 15. Multi-tenant developments shall be permitted one A-frame sign per each common exterior public business entrance.
 16. A-frame signs shall not be internally illuminated.
 17. A-frame signs shall be spaced a minimum of 15 linear feet from all other permitted A-frame signs.
 18. The City of Asheville may require the temporary removal of A-frame signs for special events.

Sec. 7-2-5. Definitions.

A-frame sign means a two-sided sign, hinged or attached at the top of the sign panels, identifying, advertising, or directing attention to a business(es), product(s), operation(s), or service(s) sold or offered in the building in front of which the sign is located.

Sign Fact Sheet

ALL SIGNS

No sign – temporary, permanent, permitted, or unpermitted, with the exception of governmental signs – may be displayed in a public right-of way, on a utility pole, or roadside structure (e.g. trash can, bus stop, tree, bench). Such signs are subject to immediate removal by the City of Asheville and may be reclaimed within 7 days of removal for a \$50/sign reclamation fee.

PROHIBITED SIGNS

- Abandoned
- Animated or flashing or optical illusion
- Flags used in combination with a commercial activity
- Portable or Moveable
- Signs in public right-of-way (with exceptions)
- Roof
- Sandwich Board (with exceptions)
- Traffic Look-alike
- Vehicle (with exceptions)
- Wind (with exceptions) includes balloons, streamers, and pennant

SIGNS EXEMPT FROM SIGN PERMITS BUT SUBJECT TO REGULATIONS

(Note: Building permits may be required)

- Commemorative – 8 sq ft of face/8'high
- Construction – 1/st frontage (max 2); 4 sq ft face/10'high – sfd or duplex; 32 sq ft face/10'high – multi or commercial; requires building permit; removed within 7 days of CO
- Directional – limited to 4/lot; maximum 4 sq ft of face; maximum height 3' if permanently freestanding
- Non-commercial message
- Political
- Real Estate – 2/lot – onsite only; 4 sq ft face/4' high – residential; 32 sq ft face/8' high – non-residential

TEMPORARY SIGNS

1. Temporary sign(s) under 16 sq feet (total square footage) do not require a permit and can only be mounted inside a window.
2. A permit is required for any temporary sign(s) (multiple or single) with a total square footage over 16 sq feet. Maximum total square footage is 32 sq ft.
3. Permitted temporary signs may be placed inside windows, freestanding, or attached to a structure.
4. Temporary signs may be displayed for a minimum of 10 days and a maximum of 60 days total per calendar year per business.
5. Temporary Sign Permit fee is \$25 plus a 4% technology fee per permit payable at the time of application.
6. The Temporary Sign Permit sticker issued with the permit must be displayed on the face of the sign.
7. A-frame signs require a separate sign permit with an insurance rider covering the City of Asheville and are only allowed in CBD, NC, UV, and UR zoning districts.

PERMANENT SIGNS

1. Number, type, and size of permanent signs is dependent upon
 - a. The zoning district the property is located in.
 - b. Whether the property is a single tenant development or multi-tenant development.

Single tenant means a single business establishment, activity, or use which does not share any facilities such as parking, storage areas, entrances, etc. with another use.

Multiple tenant development means a development in which there exists a number of individual and/or separate activities and in which there are appurtenant shared facilities (such as parking areas or pedestrian mall areas).

Contact the Sign Administrator (828-259-5822) PRIOR to erecting any sign to ensure the proposed signage is within the sign allowance and to avoid any penalties and fines.

ACORD CERTIFICATE OF LIABILITY INSURANCE Date (mm/DD/YYYY)

Producer Insurance Company Name Address Phone # and Fax #	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #

Insured Insured's Name Address	INSURER A: Central Mutual Ins Comp	20230
	INSURER B:	
	INSURER C:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	X	GENERAL LIABILITY	CLP79750	7/7/2007	6/30/2008	EACH OCCURANCE	\$1,000,000	
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO INSURED (PER OCCURANCE)	\$300,000	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				(ONE PERSON)	\$5,000	
		<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000	
		<input type="checkbox"/>				GENERAL AGGREGATE	\$2,000,000	
		GEN'L AGGREGATE LIMIT APPLIES PER				PRODUCTS-COMO/OP AGG	\$2,000,000	
		<input type="checkbox"/> POLICY <input type="checkbox"/> PROJCT <input type="checkbox"/> LDC						
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (EACH ACCIDENT)	\$	
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (PER PERSON)	\$	
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)	\$	
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (PER ACCIDENT)	\$	
		<input type="checkbox"/> HIRED AUTOS					\$	
		<input type="checkbox"/> NON-OWNED AUTOS					\$	
		EXCESS/UMBRELLA LIABILITY				EACH OCCURANCE	\$	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				AGGREGATE	\$	
		<input type="checkbox"/> DEDUCTIBLE					\$	
		<input type="checkbox"/> RETENTION					\$	
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? IF YES, DESCRIBE UNDER SPECIAL PROVISIONS BELOW.				WC STATUTORY LIMITS		
						OTHER		
						EL - EACH ACCIDENT	\$	
						EL - EACH DISEASE - EA EMPLOYEE	\$	
						EL - EACH DISEASE - POLICY LIMIT	\$	
		OTHER						

DESCRIPTION OF OPERATIONS/LOCATIONS/ VEHICLES/ EXEMPTIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Certificate Holder shown is additional insured in respects to GL only in regards to sidewalk tables and A-frame sandwich board sidewalk sign

CERTIFICATE HOLDER City of Asheville P.O. Box 7148 Asheville, NC 28802	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 15 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIA
	AUTHORIZED REPRESENTATIVE