

NEW

Sign Permit “Zoning Compliance Review” Now Being Completed by Matthews Planning & Development Department

While sign permits will continue to be issued by Mecklenburg County Zoning staff at LUESA offices (Hal Marshall Services Center, 700 N Tryon Street, Charlotte), all requests for signs inside the Town of Matthews will be reviewed by Town of Matthews Planning & Development Department staff for compliance with all zoning requirements. Many properties within the Town limits are in a zoning overlay district, must conform to a master sign plan, and/or have conditional zoning requirements unique to that particular location. Verifying these details requires some research each time a sign permit application is submitted before a valid permit can be issued.

The Town seeks to provide a consistent, accurate, and timely review of sign permit applications. We strongly encourage the Zoning Compliance submission to be completed via digital submissions and follow-up communication be conducted via e-mail or phone, using the following steps:

1) A fully completed sign permit application should be submitted to the Matthews Planning and Development Department to mjgollnitz@matthewsnc.gov. This submission package may alternatively be delivered to the Matthews Planning & Development Department at 232 Matthews Station Street, Matthews NC 28105. A complete application includes:

- Mecklenburg County sign permit application, consisting of 2 pages (link to fillable pdf)
- Matthews document cover checklist
(<http://www.matthewsnc.gov/Portals/0/Departments/Planning%20and%20Zoning/Forms/FEE-DOCUMENT%20CHECKLIST%202014-11-5%20fillin.pdf>)
- Additional drawings and related information to provide sufficient detail on overall size of sign, materials, proposed location on building and/or property, location of trees, light poles, driveways, parking/ drive aisles/ and/or other vehicular use areas, all other existing signs on buildings and/or property, and any other natural features or built improvements that may impact location or visibility of existing or proposed signs

2) The submission fee to Matthews is \$25 per sign. The review process cannot begin until the fee has been received. We do not at this time have the capability to accept fees through the Internet. You may phone the Town Finance Department at 704-708-1223 or 704-708-1238 to give credit card data verbally, or a check may be sent by mail or hand delivered to our office. Please identify what the fee is for – “Sign Permit Compliance for _____ (address and establishment name, and number of sign applications)”.

3) Matthews Planning & Development staff will review each application within five business days, and will contact the identified representative via e-mail or phone with any questions or requests for clarification or additional data. Any resubmissions will also be reviewed within five business days of receipt.

4) When each requested sign is confirmed as meeting underlying zoning requirements and any conditions specific to the site, the application page will be stamped as complying with Matthews requirements and sent digitally to Mecklenburg County for sign permit issuance (for now, Gigi Mullis and/or Brian Sifford are handling the southern towns' zoning issues). When there are zoning conditions that apply to the site, the approval stamp will note their presence, and they will be listed on an attached page. The stamped application form (2 page), all relevant drawings and detail pages, and the zoning conditions page (when applicable) will be sent to the County.

5) Matthews Planning & Development Department staff will contact the responsible person indicated on each sign application via e-mail or phone to inform them the application has been approved for zoning compliance.

6) An original (3 carbon copy form) sign permit application, updated as necessary to match what the Town approved, must then be submitted to Mecklenburg County LUESA with the County required fees at

the Hal Marshall Services Center. If the hard copy application was delivered to the Matthews office and was stamped as approved, it will be the responsibility of the applicant (property owner, business owner, representative, etc.) to pick it up from the Town Planning & Development office at Matthews Town Hall and deliver it to the Mecklenburg County LUESA offices. The sign permit application submitted to Mecklenburg County must identically match the information approved by Matthews in order for the County to proceed with issuance of sign permits. Blank County sign permit application forms are available at Mecklenburg County LUESA and at Matthews Planning & Development Department offices.

7) Mecklenburg County Zoning will continue to perform inspections and to verify that installation of signs is in compliance with approvals.

sign verif process 11-17-14