

## **“Zoning Compliance Review” For All Sign Permits Is Conducted by Matthews Planning & Development Department**

Sign permits are issued by Mecklenburg County Zoning staff at LUESA offices, located at 2145 Suttle Ave, Charlotte. Prior to that, all requests for signs inside the Town of Matthews must 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](mailto: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
- Matthews document cover checklist – be sure to include the designated contact person’s name, phone number and e-mail
- 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, sight triangles, 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 Zoning Compliance for \_\_\_\_\_ (address and establishment name, and number of sign applications)”.

3) Matthews Planning & Development staff will review the 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 both the designated contact person and to Mecklenburg County LUESA for sign permit issuance. 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, all relevant drawings and detail pages, and the zoning conditions page (when applicable) will comprise the approval package sent to the County.

5) When the zoning compliance approval package is emailed from the Town to the designated contact person, that will confirm the person requesting a sign permit can submit the appropriate fees to the County for the sign permit to be issued.

6) When other permits are also required for sign placement, such as electrical, those fees must also be submitted to Mecklenburg County.

7) Mecklenburg County Zoning will conduct inspections and verify installation of signs is in compliance with approvals.