



A Temporary Sign Permit is a type of Development Permit ([15.6.1](#)) and indicates compliance with the provisions of the Wake Forest Unified Development Ordinance (UDO). A Temporary Sign Permit is required for temporary signs specified as requiring a permit in [Table 11.9](#) of the UDO. [Chapter 11](#) of the UDO includes signage standards for permitted locations, maximum area, height, number of signs, and illumination. A building permit may be required in addition to a development permit. Illuminated signs will also require an electrical permit.

What must be submitted

Application forms and fees are submitted through the Town's electronic plan review portal (<https://wakeforest.idtplans.com/secure/>). Temporary Sign Permit applications must specify the type and number of temporary signs proposed, in addition to the sign dimensions and materials (note that the application may reference the sketch plan for sign dimensions, materials, and heights above ground). The supporting materials in the table below are required to be submitted through the electronic plan review portal at the time the application is submitted. Detailed requirements for each item follow the table below.

	Required supporting materials	When required
A	Authorization of landowner or lessor	Required if the applicant is not the landowner
B	Sketch plan	All applications
C	Written approval from electrical provider	Utility pole banner signs erected on Town utility poles

Detailed requirements

A. Authorization of landowner or lessor

If the applicant is not the landowner, the applicant must submit a completed [agent authorization form](#) or other evidence that the landowner, landowner's agent, or lessor of the property, as applicable, authorizes the proposed temporary signage. The form or other evidence should, at a minimum:

1. Specify the address where the temporary signage is proposed to be displayed
2. State the applicant is authorized to display the proposed temporary signage during a specified period of time
3. Be signed by the landowner, landowner's agent, or lessor, as applicable

B. Sketch plan

The sketch plan is a scaled drawing showing the location on the lot where the temporary signage is proposed to be located. It must show the following:

1. North arrow
2. All buildings and other structures, with uses labeled
3. Property boundaries
4. Location of each proposed temporary sign, with distance from adjacent property lines labeled
5. Materials, dimensions, height above ground, and illumination of proposed signs (unless provided on application form)
6. All of the following that are present in and around the location where each sign is proposed:
 - i. Sidewalks and right-of-way
 - ii. Sight-distance triangles (see UDO [Sec. 9.8.1.J](#) and [Sec. 9.8.1.K](#))
 - iii. Public and private easements and buffer areas
 - iv. Existing trees and shrubs