



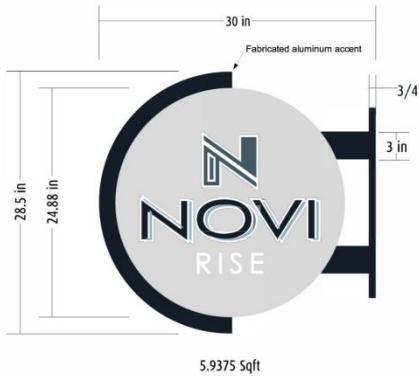
CENTER CITY SIGN GUIDANCE

All City of Concord signage must be permitted through the City of Concord Planning Department. This document provides general guidance on the types of signs most commonly used in Center City and some of the requirements associated with each type.

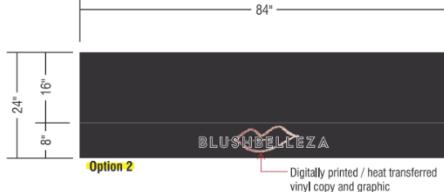
SIGN TYPES

PROJECTING/BLADE

- One sign per building wall
- May have a sign area up to 12 square feet within Center City
- At least 7 feet clearance above the sidewalk
- Projection 5 feet or less from the building



AWNING



- One sign per awning
- Requires a customer entrance
- Max sign area is 80% of awning valance
- Valance max 12 inches and signage max 9 inches

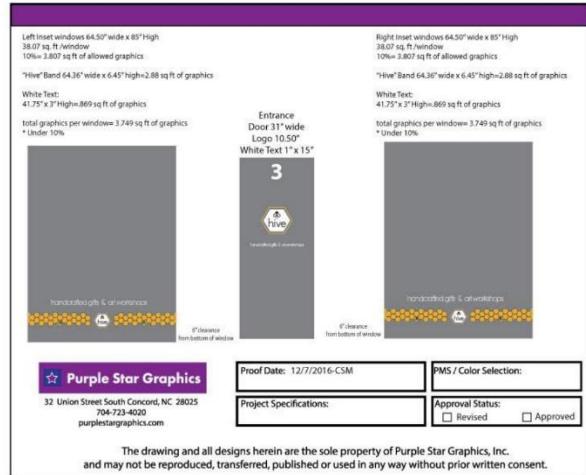
WINDOW

Restricted to first floor windows and doors

May cover up to 20% of the glazed area

Recessed doors and windows are included in the 20%

Address and hours of operation do not count as sign area



SANDWICH BOARD

One sign per customer entrance

Max sign area is 6 square feet; Max height is 4 feet

Sign must be placed no greater than 10 feet from customer entrance

Edge must be placed next to building wall leaving at least 4 feet of unobstructed path along sidewalk



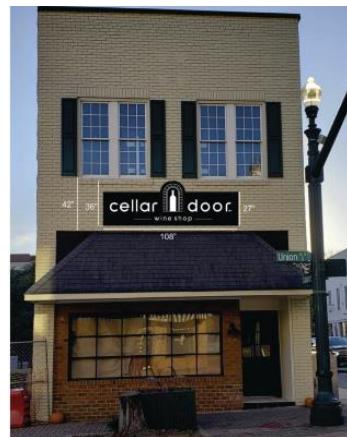
WALL

One wall sign per building wall or tenant space

Max allowable sign area is 8% of the building wall area (height x width of tenant/owner space)

Projection 12 inches or less from the building wall

Historic building wall sign should be placed in sign frieze (if present) or below 2nd story windows

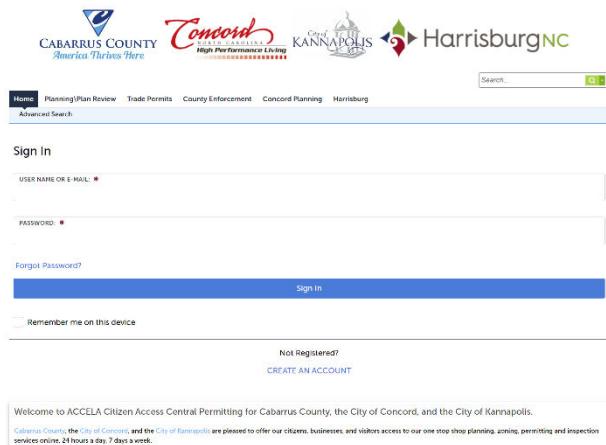


SIGN PERMIT PROCESS

Ashley Hurlocker or Wendy Price at the City of Concord Planning Department are available to answer questions about signage requirements. Please call (704) 920-5152 or stop by City Hall.

Sign applications can be submitted by a business owner or by a sign contractor. The process will involve the software portal –

Accela Citizen Access <https://citizenaccess.cabarruscounty.us/>



Applicants will need to submit a drawing of each sign showing its measurements as well as a drawing/photo of the building showing the height and width of the elevation as well as the proposed location of each sign.

Step 1 Contact the Planning Department for a City sign application and Accela instructions

Step 2 Create the Accela sign record
Upload application, sign drawings with measurements and building elevations with measurements

Step 3 Complete the Accela review process
Pay fees and obtain permits
Sign installation