

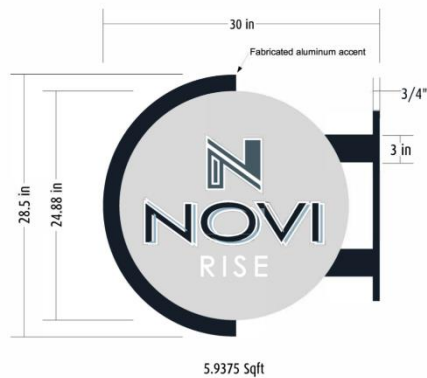
CENTER CITY SIGN GUIDANCE

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.

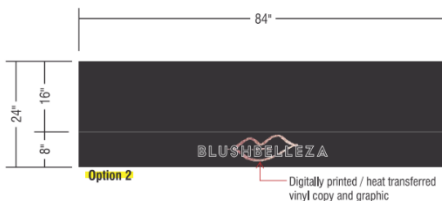
SIGN TYPES

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

Left inset windows 64.50" wide x 85" High 28.07 sq. ft. window 10% = 2.807 sq. ft. of allowed graphics "Hive" Band 64.36" wide x 6.45" high = 2.88 sq. ft. of graphics White Text: 41.75" x 2" High = .869 sq. ft. of graphics total graphics per window = 3.749 sq. ft. of graphics * Under 10%	Entrance Door 31" wide Logo 10.50" White Text 1" x 15"	Right inset windows 64.50" wide x 85" High 28.07 sq. ft. window 10% = 2.807 sq. ft. of allowed graphics "Hive" Band 64.36" wide x 6.45" high = 2.88 sq. ft. of graphics White Text: 41.75" x 2" High = .869 sq. ft. of graphics total graphics per window = 3.749 sq. ft. of graphics * Under 10%
		
		
32 Union Street South Concord, NC 28025 704-723-4020 purplestargraphics.com		
The drawing and all designs herein are the sole property of Purple Star Graphics, Inc. and may not be reproduced, transferred, published or used in any way without prior written consent.		

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/>

The screenshot shows the Accela Citizen Access web portal. At the top, there are logos for Cabarrus County, Concord, Kannapolis, and Harrisburg NC. Below the logos is a navigation bar with links: Home, Planning/Plan Review, Trade Permits, County Enforcement, Concord Planning, and Harrisburg. A search bar is located on the right. The main content area is titled 'Sign In' and contains a login form with fields for 'USER NAME OR E-MAIL' and 'PASSWORD'. There is a 'Forgot Password?' link and a 'Sign In' button. Below the login form is a checkbox for 'Remember me on this device' and a link for 'Not Registered? CREATE AN ACCOUNT'. At the bottom, there is a welcome message: 'Welcome to ACCELA Citizen Access Central Permitting for Cabarrus County, the City of Concord, and the City of Kannapolis. Cabarrus County, the City of Concord, and the City of Kannapolis are pleased to offer our citizens, businesses, and visitors access to our one stop shop planning, zoning, permitting and inspection services online, 24 hours a day, 7 days a week.'

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.

