

Application Process

Sign Permits:

Permanent Signage contact the Planning Department **BEFORE** installing a permanent sign for your business:

- Submit a Sign Permit Application. A completed application signed by the applicant, property owner(s), agent as well as the Sign Contractor.
- The form has categories for three (3) types of signs: Wall sign, Freestanding Sign and Master Sign Plan.
- The Unified Development Ordinance (UDO) addresses permanent signs in some detail depending on the location of the business and the type of permanent sign requested.

Temporary Signage:

- Submit a Temporary Sign Permit Application - A completed application signed by the applicant, property owner(s), agent.
- Requires detailed information on the size, location, content and dates of installation.
- A Temporary Sign may be installed for up to thirty (30) days, and must be removed within ten (10) days of the advertised event.
- Upon approval, a Town of Garner Temporary Sign Permit sticker will be issued and must be visible on the temporary sign.

**An application is deemed complete when it contains all the information that is necessary for the permit- issuing authority to decide whether the development as proposed will comply with all the requirements of this UDO.*

Zoning Compliance Permits:

Home Occupation Permit:

Submit a Zoning Compliance Home Occupation Permit - Any property located within the Town of Garner's jurisdiction.

- Specific Uses prohibited: Animal hospitals, stables, or kennels; barber, beauty and other personal service shops; dance studios, schools; mortuaries; private clubs; repair shops; restaurants; automobile paint or repair shops; or doctor, dentist, veterinarian or other medically related office.
- Other prohibited uses: uses with any on-site retail sales; uses with outdoor storage; uses that are a nuisance to the neighbors (noise, smoke, odor, dust, electrical interference); use that generate more than 2 customer vehicles at any one time; uses that employ more than 1 person not a resident of the home.
- See [UDO Article 5.4 F Home Occupations](#) for the complete list of standards.

Accessory Buildings **UNDER** 12 feet in any dimension:

Submit a Zoning Compliance Accessory Structure Permit - Any accessory structure not larger than 12 feet by 12 feet. If you have any questions contact the Planning Department at 919-773-4449.

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The application requires information on the type of building, the size, and the distance the building will be from side and rear property lines.

If the structure is larger than 12 feet in any dimension, you must contact the Building Inspections Department at 919-773-4433 for building regulations.

Fence Permits:

Submit a Zoning Compliance Fence Permit - The application requires information on the type of fence, the placement of the fence, and the proposed height of the fence. If you have any questions contact the Enforcement Planner.

- **All residential, OI, NC and CR districts.** Open and solid fences to four feet in front and corner side yards; solid fences to six feet in side and rear yards; open fences to any structurally-sound height in side and rear yards; solid rear and side yard fences to eight feet as a special exception if granted by the Board of Adjustment.
 - **Service Business (SB) districts.** Solid fences to four feet in front yards; solid fences to ten feet in side and rear yards; open fences to any structurally-sound height in any yard.
 - **Industrial districts (I-1, I-2).** Solid and open fences to any structurally-sound height.
 - **Salvage operations.** Solid fences not less than eight feet in height must be provided to enclose any salvage, scrap or reclamation operation.
 - **Swimming pools.** Swimming pools shall be completely isolated from adjacent properties and from streets by a fence or wall having a minimum height of four feet, and a maximum height as provided above, constructed to prevent the passage of small children
 - See [UDO Article 5.4 H Fences and Walls](#) for the complete list of standards
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Temporary Use Permit:

- A completed application signed by the applicant, property owner(s), agent.
 - A variety of temporary uses are allowed in Garner, and these include: parking lot sales, seasonal sales (fireworks & Christmas Trees), fairs, concerts, and carnivals. It can also include temporary construction modular offices and temporary storage containers. Commercial and retail temporary operations are restricted to properties zoned for commercial uses.
 - See [UDO Section 5.5. Temporary Uses](#) for the complete list of standards.
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Well & Septic Permits **Contact** Wake County Water Quality Division at 919-856-7407 (<http://www.wakegov.com/departments/waterwasteanddevelopment.htm>)

Upon completion of a Wake County Property Description Form, the form will be sent to the Town of Garner Planning Department for zoning approval.

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Rezoning land: Contact Staff to discuss UDO requirements and procedures prior to submitting a Rezoning request.

A pre-submittal meeting is required.

- A completed application signed by the applicant, property owner(s), agent, lessee and/or the Contract Purchaser as well as the site designer. The Petitioner must have the signature notarized to be considered a valid application.

**An application is deemed complete when it contains all the information that is necessary for the permit- issuing authority to decide whether the development as proposed will comply with all the requirements of this UDO.*

Conditional or Special Use site permit or subdivision plan:

A pre-submittal meeting is required.

- A completed application signed by the applicant, property owner(s), agent, lessee and/or the Contract Purchaser as well as the site designer. The Petitioner must have the signature notarized to be considered a valid application.
- Application fee must accompany any application for the plan(s) to be reviewed. **(check fee schedule for current rate)**
- *Due to limited storage space, plans submitted may not be larger than 24 x 36-inch paper folded to 9x12 size.*

**An application is deemed complete when it contains all the information that is necessary for the permit- issuing authority to decide whether the development as proposed will comply with all the requirements of this UDO.*

Plat Review: (Exemption / Minor / Final)

- A completed application signed by the applicant, property owner(s), agent, lessee and/or the Contract Purchaser as well as the Surveyor.
 - Filing fee is required at the time of submission for Plat review. **(check fee schedule for current rate)**
 - Description of the property that is sufficient to clearly identify the boundaries of the property.
 - Survey map that an adequate description can be drawn up or checked against Wake County records.
 - The plat will be reviewed by Town staff and other agencies as deemed necessary to verify data provided.
 - Providing there are no further changes or revisions to the plat, a Mylar set (3 mylars) of the plat will be submitted to the Town of Garner and to be signed by the appropriate authority.
 - Upon recordation of the plat, one original Mylar and a pdf of the recorded plat are to be submitted to the Town of Garner within 90 days of the recordation.
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