

How to Submit Master Sign Plan

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed.

Navigate to Preliminary Development Approval and click on Apply for a Planning & Zoning Review:



Preliminary Development Approval

[Apply for a Planning & Zoning Review](#)

[Estimate Fees](#)

[Application Search](#)

[Upload Submittals](#)

Choose project type: Master Sign Plan and follow the prompts then click Next Step: Planning Types when you're ready to move forward.

Required information is indicated with an asterisk (*).

Choose the project type:*

? ▼

Project Descriptive Name:*

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

Please add any additional comments about the project. Maximum 4000 characters

Application Information

Project Acreage:*

Are you developing only part of a parcel?:*

▼

When did your Pre-Application Meeting take place?

Pre-Application Meeting Date:*

▼

Cancel Next Step: Planning Types Save this Application for Later



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Continue to follow the prompts. Minimum requirements for every submission include the following items:

- One complete set of Site plan / Building Elevation in PDF format
- One complete set of Detailed Sign Drawings in PDF format

NOTES:

- Find up-to-date Applications on our website:
<https://www.hollyspringsnc.us/2170/Development-Services>
- Submittals are due no later than Noon on Friday to be considered for review the following week. Staff will contact you once your submittal has been accepted.
- Review fees must be paid upon receipt. Failure to pay review fees may result in delays.