



Development SERVICES

FIRE • INSPECTIONS • PLANNING
PUBLIC UTILITIES • PUBLIC WORKS

Customer Service Center
One Exchange Plaza, Suite 400
Raleigh, North Carolina 27601
Phone 919-516-2495
Fax 919-516-2685

Planning and Zoning Division
Phone 919-278-6209

Newsrack/Mailbox Application

Applicant Information	<p style="text-align: center;">For Office Use Only</p> <p>Transaction # _____</p> <p>ZN Permit # _____</p>
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Date	
Business/Corporation/LLC	
Address	
Phone	Fax
Location Address	
Contact Person	Email
Phone	Mobile
Name of Newsrack Publication	
How often do you publish?	
Location Details	

TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY CITY STAFF		
The following items are required to process a Newsrack/Mailbox Application.		YES	NO	N/A
<input type="checkbox"/>	City of Raleigh Business License			
<input type="checkbox"/>	Scaled Sketch Plan or Photographs			
<input type="checkbox"/>	Valid Insurance Policy (See process article for details)			
<input type="checkbox"/>	Indemnity Agreement			
<input type="checkbox"/>	Permit Fee (\$15.00 per newsrack unit – not to exceed \$200.00 per publication)			