



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

Application for Sign Permit

Date of Submittal: _____ Request Number (to be filled by Staff) _____ - _____

Applicant Name: _____

Address: _____

Phone number: _____ Email: _____

Signature of Applicant: _____

Property Owner Name: _____

Address: _____

Phone number: _____ Email: _____

Signature of Property Owner: _____

Name of Business: _____ Bus. Lic. No: _____

Address of Proposed Sign: _____

TMS #: _____ - _____ - _____ - _____ Zoning Classification: _____

Type of Sign Proposed: _____

Size of Sign (dimensions and square feet): _____ Height: _____

Size of Sign (dimensions and square feet): _____ Height: _____

For **Temporary Signs**, permit date shall commence on: _____ and shall end on: _____

Fee is \$30.00. Submit a copy of the **plans for the proposed signs**, drawn to scale which include the following information:

- (1) Show the specific location of all existing and/or proposed sign(s) on the site, with each sign labeled as existing or proposed.
- (2) If the sign is free-standing, then the distances from the proposed sign to the nearest adjacent property line(s) and right(s)-of-way shall be shown and labeled.
- (3) If the sign is free-standing, then all applicable setbacks for the signs shall be shown and listed on the site plan. The proposed sign shall obey the applicable setbacks, unless a variance from the Board of Zoning Appeals is approved.
- (4) The dimensions of the proposed sign(s), including the height, width, and square footage, shall be provided.
- (5) Where applicable, provide the dimensions of the wall surface of the building or window to which the sign is to be attached.
- (6) If the sign is to be attached to an existing building, a current photograph of the face of the building to which the sign is to be attached shall be provided with the Sign Plan.
- (7) Two (2) copies of a photograph or drawing depicting the proposed sign with the wording to be contained on the sign, along with any emblems, insignias, and other adornments, shall be provided along with the Sign Plan.
- (8) If the sign will be lighted or requires concrete footings, a **building permit** must be submitted and approved.

*******OFFICE USE ONLY*******

Date Received: _____ Fee Paid: _____ Receipt number: _____

Date of Decision: _____ Decision: _____ Signature: _____