



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

Sign Permit Application

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

Sign Information

Business/Event Name: _____

Location of Proposed Sign(s) (911 address): _____

TMS #: _____ – _____ – _____ – _____ Zoning Classification: _____ Overlay District: _____

Type of Sign Proposed: _____

Size of sign (in feet): _____ wide x _____ tall = _____ area (sq.ft.) Height (from ground): _____ high

Type of Sign Proposed: _____

Size of sign (in feet): _____ wide x _____ tall = _____ area (sq.ft.) Height (from ground): _____ high

For **Permanent Signs**, anticipated completion of installation date: _____

For **Temporary Signs**, Start date: _____ End date: _____

Contact Information

Applicant Name: _____ Phone number: _____

Title or Connection to Business/Event: _____

Address: _____

Property Owner Name: _____ Phone number: _____

Address: _____

	Business Name	Mailing Address (Street, City, State, Zip)	Contact Person (Last, First, MI)	Phone (xxx)xxx-xxxx	Cost of Job
Sign Contractor					

If more than one subcontractor, please complete and submit the "Business License Subcontractor List"

Applicant/Owner Signature(s)

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Town Approval and Inspection Signatures

Approval Signature: _____ Date: _____

Inspection Signature: _____ Date: _____



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Application Instructions

1. **Complete the application form.** Include the applicant's and property owner's signature(s)*.
 - * The owner's and/or applicant's signature on this form shall also confirm that the tract or parcel of land for which the permit is being applied is not restricted by any recorded covenant or restriction that is contrary to, conflicts with, or prohibits the activity applied for on this form.

2. **Sign Information.** All applicable items under the "Sign Information" section should be completed. Wording or terminology used this application should be consistent with that used in "Section 902: Sign Ordinance" of the Town of Pendleton Zoning Ordinance. If more than two signs are to be permitted in this application, attach the appropriate sign information as requested in this application for each additional sign.
 - All sign dimensions are based measurements from the outer-most points/edges of the sign.
 - Height is measured from the ground level at the centerline of the roadway (on which the sign is fronting).
 - The anticipated date for completion of the installation of all Permanent Signs should be included.
 - Start and end dates for display of temporary signs should be entered where applicable. Temporary signs may not be permitted for longer than a thirty (30) day period over the course of three (3) months.

3. **Supplemental Pictures, Plans, and Sketches*.** Supplemental materials shall be submitted as necessary to clearly communicate the type, size, and placement of signage on a property or building. These materials may include the following items (all plans and sketches should be drawn to scale):

For **All Signs**:

 - _____ (1) *Photograph(s) or Sketch(es)*. These pictures should include the dimensions of the proposed signage (height, width, and square footage) and the wording to be contained on the sign, along with any emblems, insignias, and other adornments.
 - _____ (2) *Building Permit*. If the sign will be lighted or requires concrete footings, a **Building Permit** must be obtained through Anderson County Building Codes Department after approval of this Sign Permit Application.

For **Free-Standing Signs**:

 - _____ (3) *Site Plan*. The site plan should show the specific location of all existing and/or proposed free-standing sign(s) on the site, with the following items drawn and/or labeled:
 - existing or proposed sign
 - distances from the sign(s) to the adjacent property lines and right-of-ways
 - applicable setbacks for the signs

For **Wall Signs or Signs attached to a structure**:

 - _____ (4) *Photograph(s) or Sketch(es)*. A current photograph or rendering of the face of the building/structure to which the sign is to be attached with the following items drawn and/or labeled:
 - outline of where the sign will be located on the face of the building/structure
 - dimensions of the face of that building/structure
 - * Submitted materials should include at least one copy between 8½" x 11" and 11" x 17" in size or a digital copy in PDF format of larger materials.

4. **Application Fee.** A Sign Permit Application Fee of \$30.00 must be paid prior to permit approval.

5. **Inspections.** All work done as permitted by this form and subsequent building permits issued by Anderson County is subject to inspection by Anderson County and the Town of Pendleton to ensure conformance with relevant standards and regulations. Work completed that is not consistent with submitted materials is subject to penalties by the Town of Pendleton and/or Anderson County as applicable.

6. **Permit Expiration.** Any sign permit approval shall become invalid unless the work authorized by it has commenced within six (6) months or completed within one (1) year of the approval date of the permit.