



PLANNING & DEVELOPMENT SERVICES
1070 HECKLE BLVD, SUITE 107, ROCK HILL, SC 29732
PHONE (803) 909-7230 / FAX (803) 909-7227

PERMANENT SIGN PERMIT APPLICATION

PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING

Project name: _____

Project address: _____ Tax Map #: _____

Primary contact & address: _____

Phone: _____ Email or fax: _____

Property owner & address: _____

Phone: _____ Email or fax: _____

Sign contractor & address: _____

Phone: _____ Email or fax: _____

Estimated total cost of sign(s): _____

MONUMENT SIGN:

WALL SIGN(S):

Sign height (ft): _____ Sign Area (sq ft)/dimensions: _____

Sign area (sq ft)/dimensions: _____ Building Width: _____

Setbacks: _____ # of stories: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

- 1. \$100.00 application fee.
2. Two (2) scaled drawings, four (4) for monument signs, of the plans and specifications of sign to be erected or affixed.
3. Site plan showing dimensions of lot, location of all power lines, driveways, buildings, and sign with distance to nearest property lines and/or right-of-way.
4. If property owner is not the same as the owner of the sign, then a notarized letter from property owner stating approval for sign placement is required.
5. Other information, as the Zoning Administrator may require, to determine compliance with this and other applicable codes.

The undersigned hereby makes application for a permit for the installation of the sign(s) described herein, and agrees to conform to all applicable laws of York County and the State of SC regulating the same. This is an application for a permit and does not constitute authorization for the work described. The permit for work will be based upon approval of this application by the Zoning Administrator and Building Official.

Signature of applicant: _____ Date: _____

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.