



CITY OF BEAUFORT SIGN APPLICATION

Please TYPE or PRINT legibly & fill out application COMPLETELY



Date Submitted: _____

Application No: _____

Total Cost of Project: _____

Application Fee: _____

Business Name: _____

Physical Address: _____

Applicant Name: _____ Email: _____

Address: _____

Phone/Fax Number: _____

Shopping Center or Office Complex Name: _____
(if applicable)

Property Owner: _____

Mailing Address: _____

Sign Contractor Name: _____ City Business License No.: _____

Phone/Fax: _____

Address: _____

E-mail Address: _____

Property Owner's Signature (for sign approval)

Date

Applicant's Signature

Date

Dept. of Planning and Developmental Services
1911 BOUNDARY STREET
BEAUFORT, SC 29902
(843) 525-7040 Fax: (843) 986-5606
e-mail: mmcteer@cityofbeaufort.org
website: www.cityofbeaufort.org

APPROVED BY:

PURSUANT TO SECTION 6-29-1145 OF THE SOUTH CAROLINA CODE OF LAWS, IS THIS TRACT OR PARCEL RESTRICTED BY ANY RECORDED COVENANT THAT IS CONTRARY TO, CONFLICTS WITH, OR PROHIBITS THE ACTIVITY DESCRIBED IN THIS APPLICATION? _____ YES _____ NO

CATEGORY: (Please indicate all signs to be located on property)

MASTER SIGN PLAN: (Please list sign information below)

FREESTANDING SIGNS:

Linear Frontage of Property: _____

- | <u>Qty.</u> | | | <u>1st Sign / 2nd Sign</u> |
|--------------------------|--|---|---|
| <input type="checkbox"/> | () Pole/post..... | Height: _____/_____ | |
| | | Total square footage per side of each sign face: _____/_____ | |
| <input type="checkbox"/> | () Monument..... | Height: _____/_____ | |
| | | Total square footage per side of base: _____/_____ | |
| <input type="checkbox"/> | () Reader Board..... | Total square footage of reader board per side: _____/_____ | |
| | | Total number of lines: _____/_____ | |
| | | Height of letters (in inches): _____/_____ | |
| <input type="checkbox"/> | Illuminated () Yes () No | If yes, <input type="checkbox"/> Internally <input type="checkbox"/> Externally | |
| | Background color: _____ (opaque background is MANDATORY) | | |
| <input type="checkbox"/> | Distance from right-of-way (ROW/Property Line) _____ ft. | | |
| <input type="checkbox"/> | Landscaping requirement: <i>One sq. ft. of landscaping per square footage of sign is required at base of all freestanding signs.</i> | | |

ATTACHED SIGNS: **1st Sign / 2nd Sign**

- | <u>Qty.</u> | | | <u>1st Sign / 2nd Sign</u> |
|--------------------------|--|---|---|
| <input type="checkbox"/> | () Wall..... | Linear Frontage of building or tenant space: _____ | |
| | | Provide list noting size of each wall sign: _____/_____ | |
| <input type="checkbox"/> | () Projecting..... | Total square footage per side: _____/_____ | |
| | | Height: _____/_____ | |
| <input type="checkbox"/> | () Suspended..... | Total square footage per side: _____/_____ | |
| | | Height: _____/_____ | |
| <input type="checkbox"/> | () Awning | Fill out a Miscellaneous Permit Application – Submit along with a diagram/picture showing location, color of awning(s) and Engineered dwgs. showing how it's attached, etc. If awning includes signage please provide dimensions. | |
| <input type="checkbox"/> | () Permanent Window Sign | Provide diagram showing location (list square footage) | |
| <input type="checkbox"/> | Illuminated () Yes () No | If yes, <input type="checkbox"/> Internally <input type="checkbox"/> Externally <input type="checkbox"/> Neon | |
| | Background color: _____ (opaque background is MANDATORY) | | |

- SPECIAL SIGNS:** **1st Sign / 2nd Sign**
- | <u>Qty.</u> | | | | | |
|--------------------------|-----|--|-------------|---------------------|--|
| <input type="checkbox"/> | () | Directional Sign.....
<i>(Max. size = 2.5 ft. high and 2 sq. ft. per side)</i> | Size: _____ | Height: _____/_____ | |
| <input type="checkbox"/> | () | Directory Sign..... | Size: _____ | Height: _____/_____ | |
| <input type="checkbox"/> | () | Menu Board..... | Size: _____ | Height: _____/_____ | |
| <input type="checkbox"/> | () | A-Frame Sign/.....
Sandwich Board
<i>(Max. size = 3.5 ft. high & 8 sq. ft./side ; Historic District = 3.5 ft. high & 6 sq. ft./side)</i> | Size: _____ | Height: _____/_____ | |
| <input type="checkbox"/> | () | Easel.....
<i>(Max. size =6 ft. high and sign board 3.5 sq. ft)</i> | Size: _____ | Height: _____/_____ | |
| <input type="checkbox"/> | () | Pedestal.....
<i>(Max. size =6 ft. high and sign board 3.5 sq. ft)</i> | Size: _____ | Height: _____/_____ | |
- Illuminated () Yes () No If yes, Internally Externally
- Background color: _____ (opaque background is MANDATORY)
- Distance from right-of-way (ROW/Property Line) _____ ft.

- OTHER SIGNS:** **1st Sign / 2nd Sign**
- | <u>Qty.</u> | | | | |
|--------------------------|-----|----------------|-------------|---------------------|
| <input type="checkbox"/> | () | Temporary..... | Size: _____ | Height: _____/_____ |

APPLICATION REQUIREMENTS:

- Two (2) copies of the **complete** sign application packet including drawing of sign (be sure to show all dimensions, including lettering size and pole or arm to be mounted on, if applicable). Specify materials. (One set will be returned to applicant w/permit)
- Color chips of all colors to be used on sign.
- Building elevations or color photograph showing building and location where sign is to be placed (for attached signs)
- Site plan (to scale) with location of all signs in relation to building, existing signs, and property lines.
- It is suggested that the sign is properly designed for dead load and wind pressure in any direction as required by the International Code **if the sign is over 15 square feet in area.**
- A Signed Electrician's Affidavit is required if sign is to be illuminated. On **ALL** illuminated signs the background is required to be **opaque.**

NOTE: All contractors are required to possess a City of Beaufort Business License (This includes Sign Contractor and Electrician).