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**Aiken County**  
**Planning and Development Department**  
1930 University Parkway, Suite 2800  
Aiken, SC 29801  
(803) 642-1520

## **SIGN FACE CHANGE**

Changing the face of an existing sign requires Planning and Development's approval. The following information concerns Planning and Development's approval. If you are re-occupying an existing commercial site, you may also be required to obtain a building permit and/or approval from the Zoning Planner. Contact the County Building Codes Division at (803) 642-1518 to inquire if you need a building permit. Contact the Planning and Development Department at (803) 642-1520 to inquire if you need to obtain approval from the Zoning Planner.

To determine if a sign face change requires zoning approval, the attached sign face change form must be completed.

There are five sections to the sign change form. You will need to complete the general information section at the top; you will also need to complete the sections labeled "Previous Use" and "Proposed Use"; and finally, you will need to complete the section concerning City of Aiken amenities. Planning and Development will complete the section labeled "Office Use Only".

### **Previous Use**

You will need to indicate the wording on the existing sign and indicate the type of business that was at the location.

### **Proposed Use**

You will need to indicate the proposed type of business and indicate the proposed wording on the new sign face.



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## SIGN FACE CHANGE APPLICATION

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Physical Location of Sign: \_\_\_\_\_

Zoning: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Previous Use**

Previous Sign Face Wording: \_\_\_\_\_

Type of Business: \_\_\_\_\_

### **Proposed Use**

Proposed Sign Face Wording: \_\_\_\_\_

Proposed Business: \_\_\_\_\_

Does this property use City of Aiken water and/or sewer? Yes ☐ No ☐

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### **Office Use Only**

☐ Approved Date: \_\_\_\_\_

Conditions:

\_\_\_\_\_  
\_\_\_\_\_

☐ Denied Date: \_\_\_\_\_

Reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rhonda C Connelly, Planner II  
Aiken County Planning and Development