



www.aikencountysc.gov

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

PROCEDURES FOR OBTAINING A SIGN PERMIT

Obtain and complete an application for the sign permit. Submit the application to the Planner for review and approval.

Review and approval of a sign application requires 5-7 working days. All applications are reviewed on a first-come, first-serve basis. Time required for review will vary depending on the number of applications submitted for approval, and if all required information has been provided on the initial application.

The applicant will be notified when the sign permit application has been approved.

A fee is involved for the permit. The fee is based on the square footage of the sign face area and the valuation of the sign. The fee is due at the time the permit is issued.



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SIGN PERMIT APPLICATION

INSTRUCTIONS: Application must be completed in full. Completion of application does not constitute approval or authorization for the work described. The permit for this work will be based upon approval of the application by the Planning and Development Director and the Building Official.

Name of applicant: Phone:

Mailing address: Street City State Zip

Applicant email:

Name of contractor: Phone:

Mailing address: Street City State Zip

Contractor email:

For property where sign is to be located:

Name of property owner: Phone:

Mailing address: Street City State Zip

Property Owner email:

Linear street frontage: Linear building frontage:

Use of property: Tax Parcel Number:

Physical Address of Sign:

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

Nature of work: New Construction Repair

Principle type of construction:

Number and type of existing signs on lot:

Total footage of all existing signs:

<u>Type of Sign</u>	<u>Area Sign Face</u>	<u>Estimated Cost</u>	<u>Type of Lighting</u>
<input type="checkbox"/> Free Standing (on premise)	_____	_____	_____
<input type="checkbox"/> Free Standing (*off-premise)	_____	_____	_____
*The required distance between off-premise signs is 2,000 feet. Highway corridor overlay HCO district does not allow off-premise signs.			
<input type="checkbox"/> Wall or Flat	_____	_____	_____
<input type="checkbox"/> Projecting	_____	_____	_____
<input type="checkbox"/> Marquee	_____	_____	_____
<input type="checkbox"/> Roof	_____	_____	_____
<input type="checkbox"/> Awning	_____	_____	_____
<input type="checkbox"/> Temporary	_____	_____	_____

APPROVAL BY AIKEN COUNTY DOES NOT IMPLY APPROVAL BY THE STATE OF SOUTH CAROLINA. PLEASE CONTACT THE SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (803-737-6660) BEFORE PROCEEDING WITH ANY OFF-PREMISE OUTDOOR ADVERTISING ALONG A FEDERALLY REGULATED HIGHWAY.

The above statements and accompanying material are completed and accurate to the best of my knowledge.

Applicant Signature

Date

OFFICE USE ONLY

Airport District: _____ Flood District: _____ Zoning: _____

Atlas: _____ Grid: _____

Minimum setback required: Yes

Maximum size allowed: _____ square feet

Maximum height allowed: _____ feet

Visual Clearance Assured Yes No N/A

Pedestrian Clearance Assured Yes No N/A

Sign Illumination Yes No N/A

Finding of Reviewing Officer and Basis of Action:

Approved Denied

Temporary Sign Expiration Date: _____

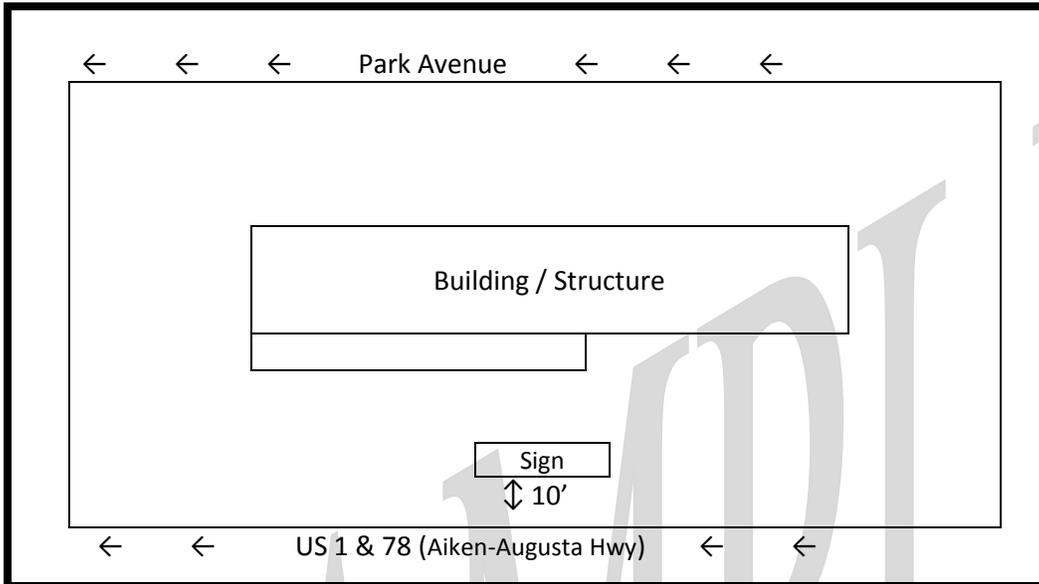
Planner Signature

Date

Codes Plans Reviewer Signature

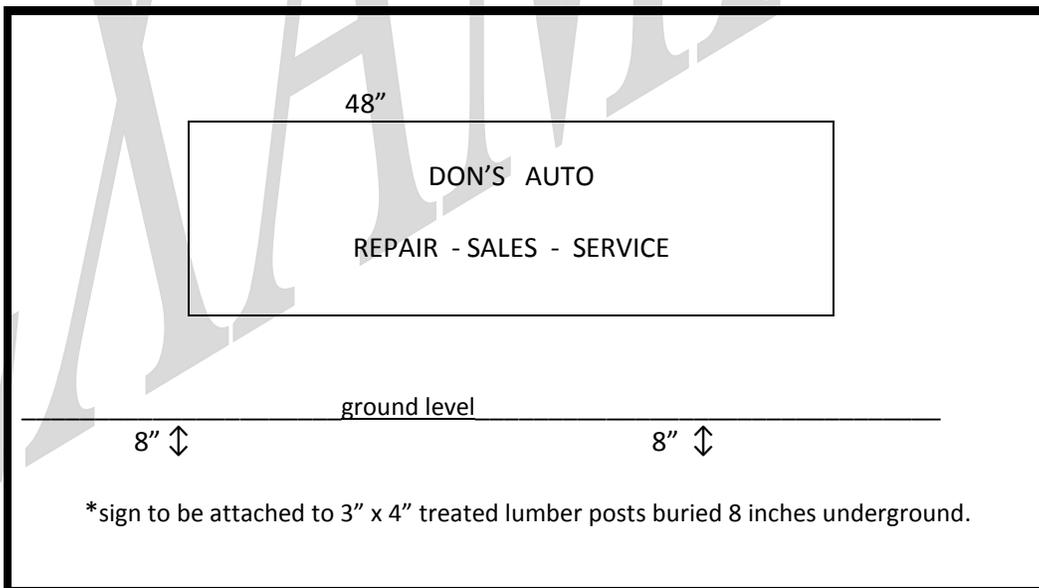
Date

SITE PLAN: Show streets and lot dimensions with sign location and distance to all lot lines. Show location of all proposed and existing signs, including those on buildings.

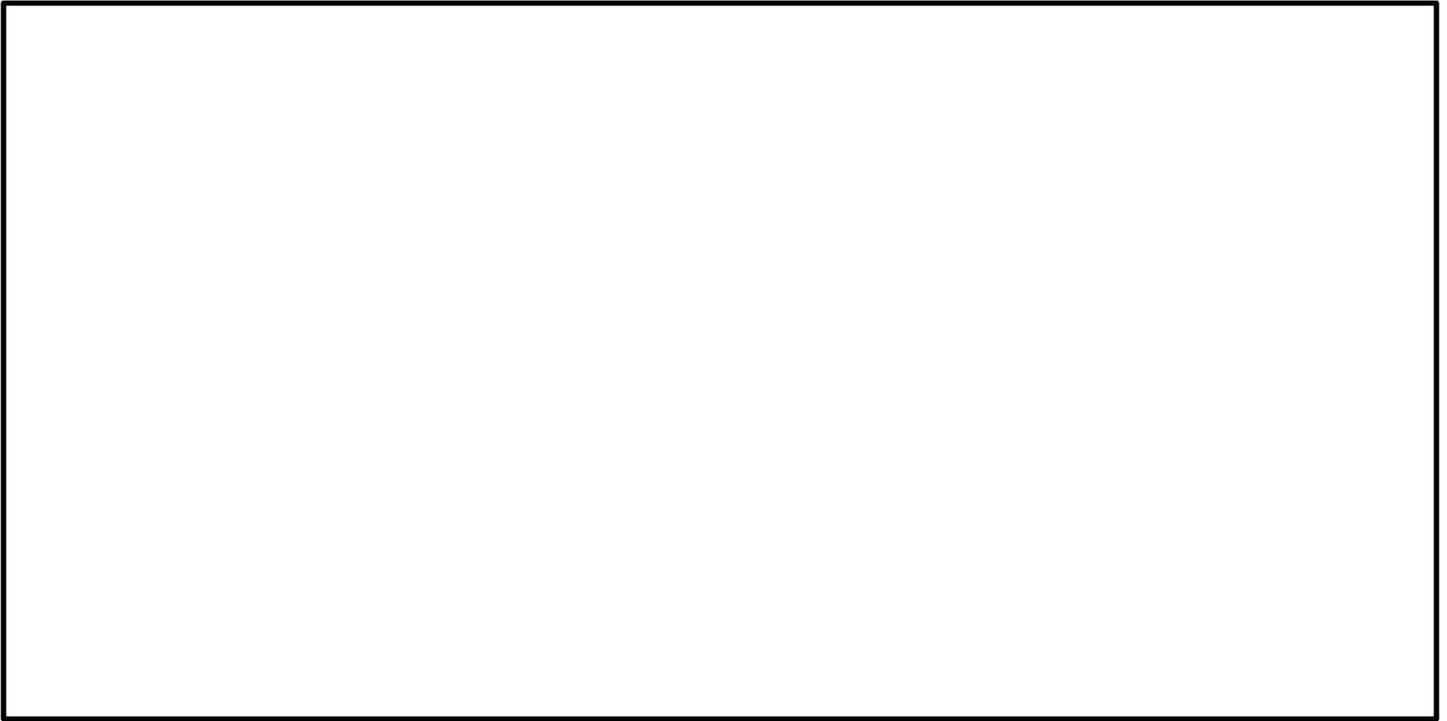


*Don't forget to indicate distance of sign from road right-of-way.
Call SC DOT @ 803-641-7665 for road right-of-way widths along State maintained roads.

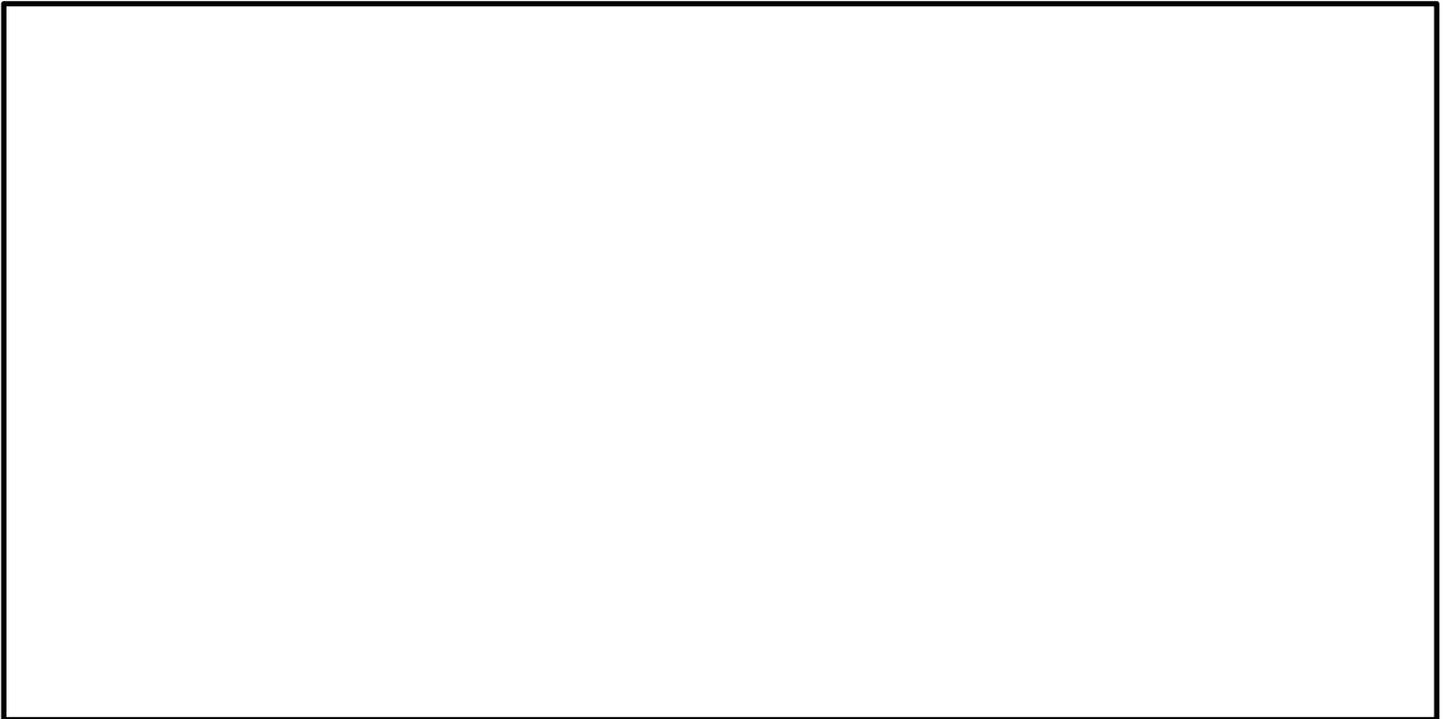
SIGN DRAWING: Show dimensions, size, shape, configuration, face area, and height of proposed sign(s). Show how sign is to be secured at the foundation (ground).



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PROPERTY OWNER SIGN PERMISSION AFFIDAVIT

NOTE: If the applicant is not the owner of the property, this Affidavit must be completed by the applicant and property owner, or a copy of the lease agreement must be submitted.

I, _____ have knowledge of and agree to allowing
(Property Owner)

_____ to place a sign on the property located at:
(Applicant)

(Street Address, City, State, Zip Code)

_____ for _____
(Tax Parcel Number) (Business Name)

Property Owner's Signature

Applicant's Signature

Printed

Date

Printed

Date

Witness Signature

Witness Signature