



# TOWN OF SEABROOK ISLAND

2001 Seabrook Island Road  
Seabrook Island, SC 29455  
(843) 768-9121

## Sign Permit Application

*USE THIS FORM FOR: Temporary & Permanent Signs*

1. PROPERTY INFORMATION					
Property Address					
Tax Map Number		Block #		Lot #	
Type of Sign Requested	<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Permanent				
Is this property subject to an OCRM critical line? (eg. Marshfront or Beachfront Lots)					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this property subject to private restrictions or covenants? (eg. SIPOA and/or Regime)					<input type="checkbox"/> Yes <input type="checkbox"/> No

2. APPLICANT INFORMATION	
Please provide information regarding the individual(s) who is (are) submitting the Zoning Permit Application.	
Applicant Name(s)	
Applicant Address	
Applicant Phone Number	
Applicant Email Address	

3. PROPERTY OWNER INFORMATION	
If the Applicant(s) is (are) <u>NOT</u> the Property Owner(s), please provide information for the Property Owner(s).	
Property Owner Name(s)	
Property Owner Address	
Property Owner Phone Number	
Property Owner Email Address	

4. SIGN INSTALLION COMPANY INFORMATION	
Please provide information regarding the Builder or Contractor who will be completing the work, if applicable.	
Sign Installation Company Name	
Sign Installation Company Address	
Sign Installation Company Phone Number	
Sign Installation Company Email Address	

5. Please provide a brief description of request including: sign dimensions, height, material, & length of request if temporary.

6. CERTIFICATION			
Under penalty of perjury, I (we) hereby certify that the information contained in this application, including all supplemental materials, is true and accurate to the best of my (our) knowledge.			
Applicant Signature(s)		Date	
		Date	

OFFICE USE ONLY							
Date Received		Status		Permit #		Issue Date	

## 7. APPLICATION MATERIALS

Sign Permit Applications must be accompanied by the following supplemental materials, as applicable. An application is not considered “complete” until all required documentation has been received by the Zoning Administrator.

### Required for ALL applications:

- Completed and signed Zoning Permit Application Form (*Paper Required; PDF Optional*)**
  - Please submit one completed paper application.
  - All signatures must be original.
- Application Fee (See Schedule in Section 8)**
  - Application fees may be paid by cash, check, or money order (payable to “Town of Seabrook Island”). Credit card payments will be accepted if paid in-person at Seabrook Island Town Hall.
- A Working Drawing of Proposed Sign showing: (*Paper or PDF Required*)**
  - Elevations
  - Dimensions of the sign(s)
  - Colors to be used
  - Construction materials
  - Details for anchoring the sign to a structure or the ground
- Plan Drawing of Proposed Sign showing: (*Paper or PDF Required*)**
  - Fonts and sizes of letters
  - Specifications for the sign including
    - Materials to be used
    - Details of construction
    - Methods of attachment of the sign applied for to the building or the ground
- Written consent of the owner of the building, structure, or land to which, or upon which, the sign is to be erected. (*Paper or PDF Required*)**
- An illustration of the proposed sign and a color photograph(s) of the area and, if applicable, the building façade upon which the proposed sign is to be erected showing in detail the physical conditions within the sign area, as well as the facades of any adjoining buildings. (*Paper or PDF Required*)**

### Required for freestanding signs (i.e. not attached to any existing building or structure.):

- A site plan showing: (*Paper or PDF Required*)**
  - The proposed location of the sign
  - Setback measurements from the proposed sign to all property lines, street rights-of-way and edges of pavement
  - Location and description of all existing structures, easements, and utilities
  - Any other proposed improvements or modifications, including, but not limited to, landscaping, buffering and screening

## 8. FEE SCHEDULE

Sign Type	Fee Amount	Sign Type	Fee Amount
Free Standing Sign	\$100.00	Reface or Repair of Existing Sign	\$30.00
Building Sign (Awning, Door, Wall, Window etc.)	\$50.00	Temporary Sign	\$15.00