



SIGN / AWNING PERMIT APPLICATION

(All spaces must be filled out)

Cost of permit is \$20.00 – Date paid _____

Date: _____ Business Name: _____

Zoning District: _____ Address of Property: _____

Applicant's Name: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Owner's Name: _____

Owner's Mailing Address: _____

Contractor's Name: _____

Contractor's City Business License Number: _____ Expiration Date: _____

Sign Specifications

- Type of Sign: [] Freestanding [] Wall mounted [] Window [] Temporary [] Internally Lit [] Externally Lit [] Projecting [] Banner

Materials used to make sign:

Square Footage of Sign: _____ Height/Width: _____

Color – Background _____ Lettering _____

Design _____

Front Linear Footage of Building: _____

Awning Specifications

Type: _____ Color: _____

Dimension: _____ Total Cost: _____

A sign sketch and site plan must be submitted for review. The site plan must show the placement of all signs submitted for approval. No sign shall be erected or installed unless it has been approved by the Design Review Board or city staff and is in compliance with the regulations of the City of Hartsville's Zoning Ordinance, Article VII, Signs and Advertising Devices.

Applicant Signature: _____

For Office Use Only

___ Approved Conditions of Approval _____

___ Denied

Signature of Chair, Design Review Board _____

Under the Zoning Ordinance provisions of : Article: _____ Section: _____

Signature of Planning & Zoning Administrator: _____

Date: _____