



Joel H. Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
Fax: 843.202.7222
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405-7464

FREE STANDING SIGN PERMIT APPLICATION

Please TYPE or PRINT legibly

Address of Sign Location:	Contact / Representative / Applicant:
Business Name:	Sign Contractor:
Business Owner Name:	Contact Phone:
Owner Phone:	Contact Email:
Owner Email:	Project Cost:
TMS:	

SUBMITTAL REQUIREMENTS:

- Completed and signed application form.
- Application fee made payable to:
Charleston County Planning
- All drawings should be drawn to an engineer's scale and include a graphic scale:
 - Site plan locating building(s) in relation to property lines and/or GIS aerial (printed-to-scale) identifying location(s) of existing and proposed signs.
 - Detail drawing(s) of proposed sign(s) depicting height, width, square footage of sign area, etc.
- Color samples of all materials, including plastic, for internally illuminated signs.
- Proposed lighting location(s) and fixture data.
- One set of scaled construction drawings indicating that the sign(s) is properly designed for dead load and wind pressure in any direction, as required by the Building Inspection Services Department (does not apply to face changes).

PLEASE COMPLETE:

- FACE CHANGE ONLY
- SINGLE TENANT PARCEL
- MULTI-TENANT PARCEL
- Total square footage of building(s) _____ sf
- Pole or Pedestal Mounted
Total square feet per side of sign face _____ sf
- Monument (required in some Districts)
Total square feet per side of sign face _____ sf
- Reader Board (circle one): Marquee / LED / None
_____ total Board sf; _____% of total sign sf
- Illumination: Channel Interior Exterior None
- Maximum # bulbs / watts _____

Signage requirements can be found in the Charleston County *Zoning and Land Development Regulation Ordinance* (ZLDR) accessible through the Zoning & Planning Department webpage at www.charlestoncounty.org - **ARTICLE 9.8 SIGNS**, for general sign location, size, type and lighting requirements and **CHAPTER 5 OVERLAY AND SPECIAL PURPOSE ZONING DISTRICTS** for any other applicable requirements. GIS aerials are accessible through https://ccgisapps.charlestoncounty.org/public_search/

Staff Signature: _____
Date Accepted: _____

APPLICANT SIGNATURE: _____
DATE: _____



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SIGN REGULATION AFFIDAVIT

I, _____, have reviewed Article 9.8 (Sign Regulations) of
(Print Name)
the *Charleston County Zoning & Land Development Regulations Ordinance*
and hereby certify that only permitted sign(s) shall be allowed in conjunction
with the permitted use at : _____
(Address)

Parcel Identification Number(s): _____

I assume full responsibility for any sign, which advertises my permitted use,
which is not in compliance with the sign regulations of the County *Zoning &
Land Development Regulations Ordinance*.

I am aware that violations may result in the revocation of zoning permit(s)
and/or fines as determined by the Zoning & Planning Director.

Owner/Representative Signature

Date

To submit by email, please send documents to siteplanreview@charlestoncounty.org

FOR OFFICE USE ONLY

DATE RECEIVED: _____ ACCEPTED BY: _____