



Sign/Awning Permit Application

\$25 Fee Paid: \_\_\_\_\_ Date/Received by: \_\_\_\_\_

I understand that all applications that require review by the Architectural Review Board must be submitted by 5:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following meeting. Completion of the application means all required information has been provided, all fees have been paid, and submittal requirements have been met. An incomplete application will not be accepted.

Applicant Signature: \_\_\_\_\_

Property Information

Date: \_\_\_\_\_ Business Name: \_\_\_\_\_
Zoning District: \_\_\_\_\_ Property Address: \_\_\_\_\_
Front Linear Footage of Building: \_\_\_\_\_

Applicant and Owner Information

Applicant's Name: \_\_\_\_\_
Last First M.I.

Address: \_\_\_\_\_
Street Address Apartment/Unit #
City State ZIP Code

Telephone Number: ( ) \_\_\_\_\_ Fax Number : ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_
Last First M.I.

Owner's Mailing Address: \_\_\_\_\_

Contractor Information

Contractor's Name: \_\_\_\_\_

City License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



Sign Specifications

Indicate type(s) of sign: \_\_\_\_\_ Internally Lit \_\_\_\_\_ Externally Lit

\_\_\_\_\_ Freestanding

Square Footage of Sign: \_\_\_\_\_

Height/Width: \_\_\_\_\_

Color: Background: \_\_\_\_\_

Color: Lettering: \_\_\_\_\_

Design: \_\_\_\_\_

Material: \_\_\_\_\_

\_\_\_\_\_ Wall Mounted

Square Footage of Sign: \_\_\_\_\_

Height/Width: \_\_\_\_\_

Color: Background: \_\_\_\_\_

Color: Lettering: \_\_\_\_\_

Design: \_\_\_\_\_

Material: \_\_\_\_\_

\_\_\_\_\_ Window

Square Footage of Sign: \_\_\_\_\_

Height/Width: \_\_\_\_\_

Color: Background: \_\_\_\_\_

Color: Lettering: \_\_\_\_\_

Design: \_\_\_\_\_

Material: \_\_\_\_\_



\_\_\_\_\_ Projecting

Square Footage of Sign: \_\_\_\_\_

Height/Width: \_\_\_\_\_

Color: Background: \_\_\_\_\_

Color: Lettering: \_\_\_\_\_

Design: \_\_\_\_\_

Material: \_\_\_\_\_

\_\_\_\_\_ Temporary

Square Footage of Sign: \_\_\_\_\_

Height/Width: \_\_\_\_\_

Color: Background: \_\_\_\_\_

Color: Lettering: \_\_\_\_\_

Design: \_\_\_\_\_

Material: \_\_\_\_\_

\_\_\_\_\_ Banner

Square Footage of Sign: \_\_\_\_\_

Height/Width: \_\_\_\_\_

Color: Background: \_\_\_\_\_

Color: Lettering: \_\_\_\_\_

Design: \_\_\_\_\_

Material: \_\_\_\_\_

**Awning Specifications**

Type: \_\_\_\_\_

Color: \_\_\_\_\_

Dimension: \_\_\_\_\_

Total Cost: \_\_\_\_\_



# City of Hartsville Business Navigator Department

## Submittal Requirements

- \_\_\_\_\_ Sign Sketch
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Image/Site Plan showing placement of all signs submitted for approval

## FOR OFFICE USE ONLY

Conditions of approval by Architectural Review Board:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
*Signature of Chair, Architectural Review Board*

\_\_\_\_\_  
*Date*

**Under the Zoning Ordinance provisions of: Article \_\_\_\_\_ Section \_\_\_\_\_.**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
*Signature of Planning and Zoning Administrator*

\_\_\_\_\_  
*Date*