

# SIGNAGE APPROVAL APPLICATION

CITY OF CHARLESTON

Department of Planning, Preservation & Sustainability

2 George Street, Charleston, SC 29401 843-724-3781

[www.charleston-sc.gov](http://www.charleston-sc.gov)

A completed application with fee and corresponding plans must be submitted for review. Incomplete submittals will not be reviewed. Zoning/BAR/DRB approval does not constitute a building permit or an encroachment agreement.

## PROPERTY INFORMATION

Address (at sign location):
Business (at sign location):

## APPLICANT INFORMATION

Applicant/Sign Company:	
Address:	
Email:	Phone #:

## SIGNAGE PLAN INFORMATION

All signage must meet requirements of Article 4 of the City of Charleston Zoning Ordinance. The ordinance can be found at: <https://library.municode.com/sc/charleston/codes/zoning?nodeId=ART4SIRE>.

FOR ALL SIGNS:

- Measure sign face area as the entire area within a rectangle enclosing the extreme limits of the sign face, including any frame or border. All dimensions are to be shown in feet.
- Color samples or color rendering depicting colors. For awnings, an actual fabric sample is required.

Façade Sign(s):

- Scaled building elevation(s) showing height and width in feet of façade and showing location and dimensions of sign. A photograph with the sign superimposed may be substituted. A façade sign shall not occupy more than 10% of the total square footage of the ground floor façade of the building.

Awning or Canopy Sign(s):

- Scaled awning drawing(s) showing height, width and length in feet of awning and height and width in feet of valance. Drawing(s) are to include the location and dimensions of the lettering and graphics. Letters and graphics are limited to the valance only and may not be greater in height than 2/3<sup>rd</sup> the height of the valance.

Window Sign(s):

- Scaled window elevation(s) showing height and width in feet of window(s) and showing location and dimensions of the lettering and graphics. A photograph with the sign superimposed may be substituted. Window signs shall not occupy more than 20% of the total square footage of any single window.

Freestanding Sign(s):

- Documentation of all existing freestanding signs on the property.
- Scaled sign elevation(s) showing height and width of sign face in feet and total height of sign. All plastic sign faces must have an opaque background.

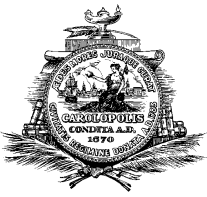
Right Angle or Blade Sign(s):

- Building elevation showing location and height in feet of bracket and sign. A photograph with the sign superimposed may be substituted.
- Scaled sign elevation(s) showing height in feet and width of sign.

Sign #:	Type of Sign:
Lettering type & illumination:	
Total square footage of sign:	Total height if freestanding:

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Pages 1 & 2 of this application must be completed.



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<p>I hereby acknowledge by my signature below that this application and submittal are complete and accurate. My signature also confirms that I am authorized to represent the business or owner of the subject property. I understand that additional information or clarification may be requested during the review process prior to approval, and I authorize the subject property to be inspected. I also understand that incomplete submittals will not be accepted and that Zoning/BAR/DRB approval does not constitute a building permit or an encroachment agreement, which require separate approvals.</p>	<p><b>SUBMITTAL REQUIREMENTS:</b></p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> \$100 Fee</p> <p><input type="checkbox"/> Signage plan</p>
<p><b>Applicant's signature:</b> _____ <b>Date:</b> _____</p>	

OFFICE USE	date received:	staff:	fee:	receipt #:
<p>Zoning: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Revise &amp; resubmit <input type="checkbox"/> Disapproved <b>Date:</b> _____</p> <p>BAR/DRB: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Revise &amp; resubmit <input type="checkbox"/> Disapproved <b>Date:</b> _____</p>				
<p><b>Conditions:</b></p>				