



### SIGN APPLICATION

**Please print clearly or type responses. Complete and submit the application and attachments.** If the applicant is not the property owners, the owner(s) must complete and sign the *Designation of Agent*. **Incomplete application cannot be processed.** Please use, if necessary, additional paper.

Applicant Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Location's Tax Map #: \_\_\_\_\_ Property/Location's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Property Owner:  Same  Lessee/Business Owner  Contractor  Other: \_\_\_\_\_

**Designation of Agent:** I/we hereby authorize the person named as Applicant to act on my/our behalf for the purpose of submitting and amending documents, meeting with staff, and attending public meetings/hearings. Complete all designated areas.

Owner (*print*) \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness (*print*) \_\_\_\_\_ Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Business License # \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor Address: \_\_\_\_\_ Business License # \_\_\_\_\_

### PROPERTY INFORMATION

Zoning District: \_\_\_\_\_ No. of Existing Signs on Premise: \_\_\_\_\_

Total Area of Existing Signs: \_\_\_\_\_ Total Cost for Proposed Signage: \_\_\_\_\_

Wall(s) Area of Building for Proposed Signage: Front \_\_\_\_\_ Side(s) \_\_\_\_\_ Rear \_\_\_\_\_

Window Area of Building for Proposed Signage: Front \_\_\_\_\_ Side(s) \_\_\_\_\_ Rear \_\_\_\_\_

Door Area for Proposed Signage: \_\_\_\_\_ Front Linear Footage of Building: \_\_\_\_\_

Right-of-Way Measurement: From Center of Road to Road Curb (*freestanding signage only*): \_\_\_\_\_

**NOTE:** Sign Regulation 6-6 can be found online under Planning & Community Development's webpage. Front signage for a wall is 20% of the building's areas. The side and rear is 25% of the building's area. Commercial signage shall not exceed 2 square feet of sign

area per linear foot of building frontage that faces a public right-of-way. Freestanding signs must be at least five (5) feet from property line.

SIGNAGE	# of SIGNS
<input type="checkbox"/> <b>Wall/roof:</b> (sq ft _____) height ____ width ____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Freestanding/Monument:</b> (sq ft _____) height ____ width ____ Sign height (feet): _____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Window</b> (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Door</b> (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Projecting</b> (sq ft _____) height ____ width ____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Temporary: Banner, Political Signs, &amp; Other</b> (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Awning/Canopy</b> (dimensions _____) Material type: _____ Background Color(s): _____ Lettering Color(s): _____	

SIGN SUBMITTALS REQUIREMENTS
1. Scale plot plan ( <i>only for freestanding/monument signage</i> ) Show proposed signage, right-of-way, road name, property lines, existing building, preparer's name and information, person prepared for name and information, north arrow, vicinity map or aerial map, and date. You may use your plat to map signage location. <b>IMPORTANT: Flag location(s) of signage.</b>
2. Color sketch/rendering of proposed signage with dimensions.
3. Location(s) of signage on building.

I attest to the best of knowledge the information and attachment(s) provided is accurate. The undersigned hereby makes application for a permit for the installation of the signs described herein, and agrees to conform to all applicable laws of the Town of Cheraw and South Carolina. This application for a permit is not an authorization for the work described. I understand the sign installation must be by a contractor with the Town of Cheraw business license. I understand and agree to remove all signage and sign structure(s) within six (6) months after the business closes.

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

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

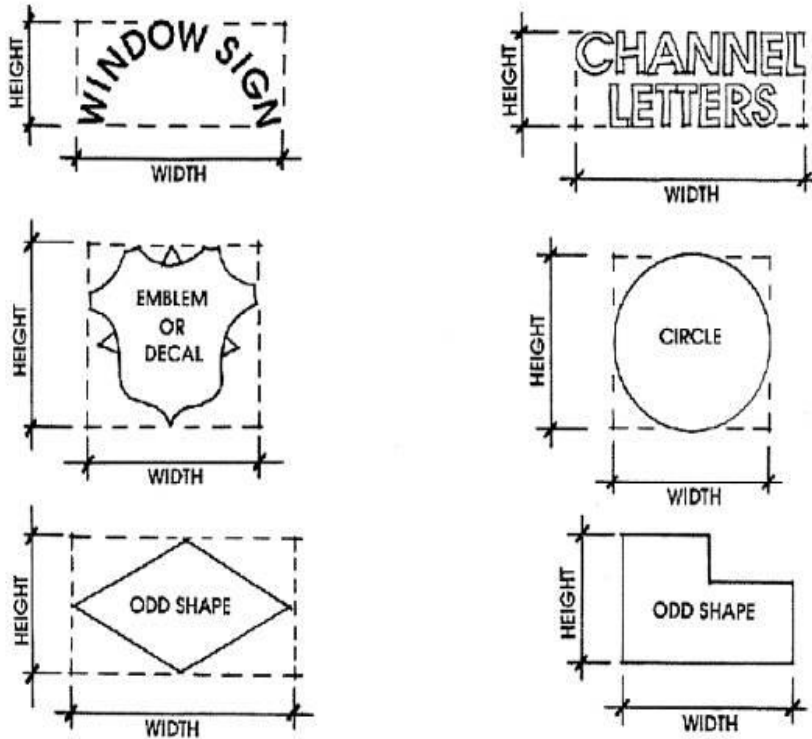
Approved       Denied (Reason for Denial) \_\_\_\_\_

\_\_\_\_\_  
Planning Director/Codes Official or Designee

\_\_\_\_\_  
Date

## CALCULATING SIGN AREA

Sign area is determined by multiplying the sign's height and width. For abstract signage, draw a line box around the tallest and widest points like below.



SIGN AREA= WIDTH X HEIGHT

Window area is calculated by the contiguous window surface regardless of the number of window panes. Where window surface is interrupted by a door or wall, this constitutes another window area.

