



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #:	_____

Business Name: _____ Business License #: _____
 Location of Business: _____
 Parcel Number [PIN]: R _____
 Applicant/Agent Name: _____ Email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ Sign Company: _____
 Sign Company Phone, Fax or Email: _____

SIGN SUBMITTAL REQUIREMENTS

The proposed sign(s) is:
 _____ New or _____ Alteration to an Existing Sign(s)

Type of sign(s) to be permitted (please enter the number of each sign type requested):
 _____ Freestanding _____ Façade _____ Hanging _____ Tenant Panel _____ Temporary
 _____ Real Estate Sign _____ Real Estate Yard Sign _____ Short Term Rental

Total number of sign faces: _____ (A sign face is a side of the sign with commercial copy)

The following must be submitted for each **freestanding, façade, hanging, tenant panel or temporary sign**:

_____ A drawing or close-up photo of the proposed sign with the following measurements: sign height, width and depth; copy and logo height and width. Note the materials and provide the Pantone Matching System® numbers for each color. If there is existing lighting, the photo should show the fixtures. All freestanding signs must have at least 4” tall address numbers and/or letters.

_____ A drawing or photo of the location of the proposed sign and landscaping (if existing). If the sign is located on a building, that side of the building should be shown. If the sign is freestanding, include a site plan or aerial photo showing the location of the sign on the site.

_____ A lighting plan. If lights are already installed, the photo of the sign should show the light fixtures. If lights are proposed, fixture locations should be noted on the drawing or photo and manufacturer specifications should be provided.

_____ For freestanding permanent signs, a landscape plan. If the sign already has landscaping, the photo should show the landscaping.

_____ For freestanding signs larger than 40 square feet, wind load calculations.

_____ An approval letter from any applicable architectural review board.

_____ \$25 Filing fee + \$25 for each sign face (cash or check made payable to Town of Hilton Head Island)

The following must be submitted for each **real estate sign**:

- _____ A drawing or close-up photo of the proposed sign with the following measurements: sign height and width; copy height and width; logo height and width. Note the materials and provide the Pantone Matching System® numbers for each color.
- _____ A drawing or photo of the location of the proposed sign and a site plan or aerial photo showing the location of the sign on the site.
- _____ An approval letter from any applicable architectural review board.
- _____ \$25 Filing fee + \$25 for each sign face (cash or check made payable to Town of Hilton Head Island)

The following must be submitted for each **real estate yard sign**:

- _____ A drawing or close-up photo of the proposed sign with the following measurements: sign height and width; copy height and width; logo height and width. Note the materials and provide the Pantone Matching System® numbers for each color.
- _____ \$25 Filing fee + \$25 for each sign (cash or check made payable to Town of Hilton Head Island)

The following must be submitted for each **short-term rental sign**:

- _____ A drawing or close-up photo of the proposed sign with the following measurements: sign height and width; copy height and width. Note the materials and provide the Pantone Matching System® numbers for each color. (If a previously approved design will be used, this information is unnecessary.)
- _____ A photo of the location of the proposed sign. The entire side of the home should be shown.
- _____ \$25 Filing fee + \$25 for each sign location (cash or check made payable to Town of Hilton Head Island)

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

SIGNATURE OF APPLICANT

DATE