

SI _____ - _____

CITY OF WEST COLUMBIA

Zoning Sign Permit Application

Fee: _____

Thank you for choosing to grow with the City of West Columbia. Obtaining a Zoning Sign Permit helps to eliminate delays associated with nonconforming or prohibited business or advertising signs. Please complete this form in its entirety. Missing or inaccurate information will delay the review process. The City of West Columbia is pleased to assist you through this process. **Please contact the Zoning Administrator at (803) 791-1880 with any questions.**

Property Street Address	Tax Map #	Zoning Class
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Proposed Activity (Check all that Apply): Erect new signage Alter existing signage Move existing signage

Detailed Description of Activity (Please see back of permit for required documents)

Please submit two copies of the sign plan and sign elevations for all signage. Plans must include actual dimensions and shape of the lot, setback lines, the sizes, height, use, and locations of existing signs on the lot, the location and dimensions of all proposed signage or alterations, and other pertinent information. Please see the back of this certificate for an example signage plan and list of required documents. SIGN PERMITS WILL NOT BE PROCESSED WITHOUT ALL REQUIRED DOCUMENTS.

Provide Complete Details for All Existing and Proposed Signage

How many businesses are located on this lot? _____ Please refer to the back of this permit for signage plan requirements

Sign Type (freestanding, wall, projecting, window, banner, etc.)	Display Area (sq.ft.)	Height (ft.)	Distance from Right-of-way (ft.)	Description (Construction materials, neon, LED., vinyl, etc.)	Modifying or Adding Sign?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Total Display Area (sq.ft.): _____ Please use additional pages as necessary. Multiple businesses on one lot require a separate signage plan. Permits will be voided if inaccurate or misleading information is submitted.

Applicant Signature	Date	Applicant Printed Name		
Street Address	City	State	Zip Code	Telephone Number

Office Use Only

The existing signage conforms to the provisions of the West Columbia Zoning Ordinance. Conditions:

The existing signage does not conform to the provisions of the West Columbia Zoning Ordinance.

Reason for Nonconformity

Section(s) Violated

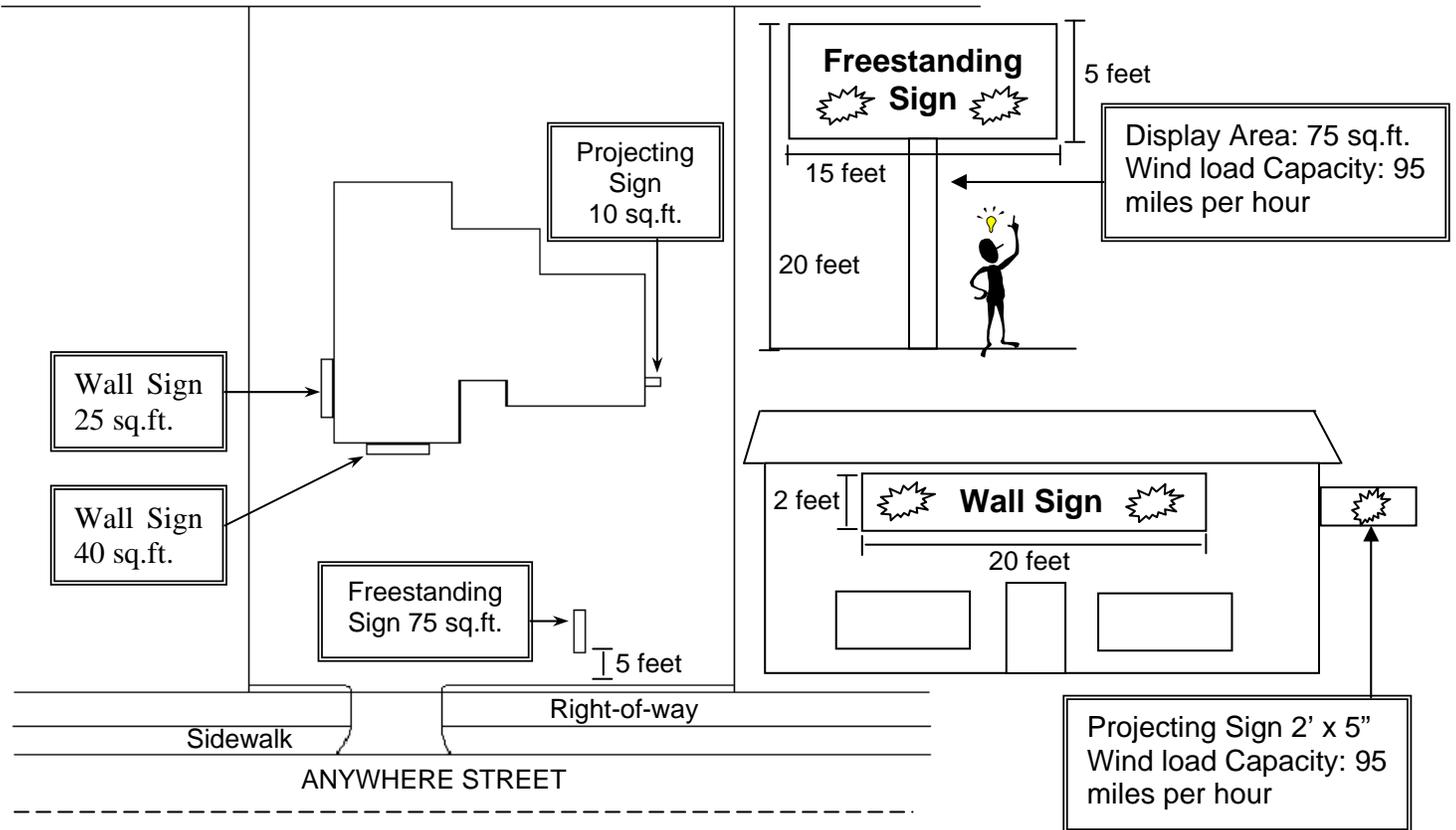
Zoning Permit Approved. Conditions:

Zoning Permit Denied. Reasons:

Appeals must be made within 30 days

Zoning Administrator or Designee Signature	Date
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EXAMPLE INFORMATION REQUIRED FOR SITE PLAN



REQUIRED DOCUMENTS

- ❑ Site plan showing the actual dimensions of the property, the sizes and locations of existing structures, the location of road rights-of-way, the location and dimensions of existing signage on the entire property, the exact location of proposed signs to be added, and the distance from road rights-of-way to the leading edge of any freestanding sign.
- ❑ Accurate representation of the proposed signs to be added to the property to include display area and height and construction materials.
- ❑ Statement of wind load capacity for each freestanding or projecting sign (Min. of 95 mph).
- ❑ Accurate representation indicating how each proposed sign will be securely attached to a building or structure.
- ❑ **If the applicant is not the owner of the property**, the application must include written and signed authorization from the property owner giving permission for the applicant to erect a sign on the property.
- ❑ **If more than one business is located on the same lot** then a signage plan must be on file with the Zoning Administrator. Signage plans document the available display area allotted to each business on one lot. The property owner or legal representative must coordinate with the Zoning Administrator to establish signage plans.
- ❑ Additional documents may be required as determined by the Zoning Administrator.

GENERAL INFORMATION

- ❑ The only portable or temporary signs allowed are temporary subdivision signs, craftsman's signs during construction or renovation, building under construction signs, real estate and garage sale signs, and political signs. No sign may be placed in highway right-of-way. No other portable or temporary signs are allowed within the city limits.
- ❑ Every street frontage is limited to three banners and/or flags not to exceed a total of 45 square feet in display area. A permit must be obtained for banners and/or flags.
- ❑ No signs or banners may be affixed to any lamp post, public utility pole, street sign or shade tree, except as authorized by state or federal law.
- ❑ Signs must be constructed to meet 95 MPH wind loads.
- ❑ Business signs in shopping centers or buildings with more than one business with a valid business license must have permission from the landlord or leasing agent before a sign is erected. Such permission must be in writing and attached to the sign permit.
- ❑ If a violation of the sign ordinance occurs, the property owner or the lessee, whomever is in control of the property at the time, could be fined up to \$1,087.50 per violation. Each day the violation exists constitutes a separate violation.