



**City of Hartsville  
Planning and Zoning Department**

**Sign/Awning Permit Application**

\$20 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: \_\_\_\_\_



# City of Hartsville Planning and Zoning Department

## 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: \_\_\_\_\_



# City of Hartsville Planning and Zoning Department

\_\_\_\_\_ 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 Planning and Zoning 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*