



Sign Permit

Signs are \$75.00 for the first sign and \$25.00 for each additional sign. Temporary signs are \$100.00. Other signs will vary, see table of fees

APPLICATION FOR A SIGN PERMIT

Signs are permitted in accord with the regulations of the City of Rock Hill Zoning Ordinance and Sign Ordinance. Some sites have regulations for signs that are more restrictive as part of the conditions of the ordinance governing a particular Planned Development District.

I. APPLICANT INFORMATION

Project Address: _____

City: _____ State: _____ Zip: _____

Property Owner(s) of record of the hereinafter described property according to St. Louis County Assessor's Record: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant Name: _____

(If different than owner)

Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ Fax: _____

II. SIGN PACKAGE FOR PLANNED DEVELOPMENT

Is the sign part of a Sign Package?

Check (✓) one [] Yes [] No

III. TYPE OF SIGN

[] Temporary Post Date: _____ Remove Date: _____

[] Freestanding

[] Informational

[] Wall

[] Awning/canopy/integral roof

[] Other: _____

IV. SIGN DESCRIPTIONS AND DIMENSIONS

Size (Dimensions): _____
 Color(s): _____
 Illumination: _____

V. TYPE OF STRUCTURE ON WHICH SIGN WILL BE LOCATED

| | | | | | |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------|--------------------------|
| Amusement/Recreation | <input type="checkbox"/> | Office/Bank/Professional | <input type="checkbox"/> | School/Educational | <input type="checkbox"/> |
| Church/Religious | <input type="checkbox"/> | Industrial | <input type="checkbox"/> | Service Station | <input type="checkbox"/> |
| Hospital/Institution | <input type="checkbox"/> | Parking Garage | <input type="checkbox"/> | Common Area | <input type="checkbox"/> |
| Store/Retail | <input type="checkbox"/> | Public Works/Utility | <input type="checkbox"/> | Restaurant | <input type="checkbox"/> |

VI. SUBMITTAL REQUIREMENTS

The following documents are to be submitted to the City of Rock Hill:

- 1) Completed *Application for Sign Permit* for each sign proposed.
- 2) For free standing/directional/informational signs/temporary signs: A copy of the approved site plan or plot plan showing the location of the sign, and sign drawing with dimensions.
- 3) For building signs: Scaled drawing of the approved/existing building elevation showing location of the sign and size of the façade on which the sign is placed.
- 4) For Awning/Canopy/Integral roof signs: Scaled drawing of the size, placement, material, and height above grade.
- 5) Scaled drawings showing size, height above grade, color, and material of the sign.

VII. AUTHORIZATION TO APPLY

I, _____ (PRINT NAME) certify that I am the owner in fee or agent authorized to apply for this permit.

Owner/Agent: _____ (SIGN NAME)

Tel.: _____

Table of Sign Permit Fees

| | |
|---|-------|
| Master Signage Plan, Application fee | \$100 |
| Common Signage Plan, Application fee | \$100 |
| Sign Permit, Initial, Including Inspection, per lot | \$75 |
| Reinspection Fee | \$25 |
| Sign Permit, Continuing, per lot, each additional | \$25 |
| Temporary Sign Permit, Private Property, per sign | \$100 |
| Temporary Sign Permit, Public Property, per sign | \$2 |

STAFF USE ONLY

Zoning District: _____

| | <i>Check (✓) one</i> | | <i>Notes</i> |
|--|--------------------------|--------------------------|--------------|
| | Yes | No | |
| Compliance with Ordinance(s) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Common/Master Sign Plan (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Calculations:

Remarks:

City of Rock Hill Approval: _____ **Permit Number** _____

Approved by: _____ **Date:** _____

Title: _____

Planning and Zoning Commission approval if necessary:

_____, 20____ The application was referred to the Planning and Zoning Commission for review and action.

The application was *approved / denied* (CIRCLE ONE).

Remarks:

