



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	[]	Office/Bank/Professional	[]	School/Educational	[]
Church/Religious	[]	Industrial	[]	Service Station	[]
Hospital/Institution	[]	Parking Garage	[]	Common Area	[]
Store/Retail	[]	Public Works/Utility	[]	Restaurant	[]

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: _____

Check (✓) one

	Yes	No	Notes
Compliance with Ordinance(s)	[]	[]	_____
Common/Master Sign Plan (if applicable)	[]	[]	_____

Calculations: _____

Remarks: _____

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

Approved by: _____ **Date:** _____

Title: _____