



**SIGN APPLICATION**

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_  Fee: \$65 plus fee by sign value      Paid Fee: \_\_\_\_\_

**Please READ and PRINT clearly.** Complete and submit the application and attachments. If the applicant is not the owner(s), the owner(s) must complete and sign the *Designation of Agent*. Please use additional paper. Include a scaled site plan for monument and freestanding signs additional materials (i.e. photographs, elevation drawing with dimensions, and/or color renderings). Site plans must be no longer than 11” x 17”. Provide one of each hardcopy and digital site plan. **The site plan must be prepared by a SC registered land surveyor, landscape architect, or engineer.**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Property Owner:  Same  Lessee/Business Owner  Contractor  Other: \_\_\_\_\_

Do you have a Town of Santee business license?  Yes  No If NO, please contact the Business Licensing Clerk.

**A building permit is required for electrical service to signage. Building permits must be obtained with Orangeburg County Permits/ Inspections Department located in the basement of 1437 Amelia Street. Call 803.533.6173 for more information.**

**Designation of Agent:** I/we hereby authorize the person named as Applicant to act on my/our behalf to submit and amend documents, meet with staff, and attend public meetings/hearings.

Owner ( <i>print</i> )	Owner Signature	Date
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Witness ( <i>print</i> )	Witness Signature	Date
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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Business License # \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor Address: \_\_\_\_\_ Business License # \_\_\_\_\_

**PROPERTY INFORMATION**

Zoning District: \_\_\_\_\_ Number of Existing Signs on Premise: \_\_\_\_\_

Total Area of Existing Signs: \_\_\_\_\_ Total Cost for Proposed Signage: \_\_\_\_\_

Wall(s) Area of Building for Proposed Signage: Front \_\_\_\_\_ Side(s) \_\_\_\_\_ Rear \_\_\_\_\_

Window Area of Building for Proposed Signage: Front \_\_\_\_\_ Side(s) \_\_\_\_\_ Rear \_\_\_\_\_

Front/Primary Entrance Linear Footage of Building: \_\_\_\_\_

SIGNAGE	# of SIGNS
<input type="checkbox"/> <b>Wall/roof:</b> ( <i>sq ft</i> _____) height ____ width ____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Freestanding/Monument:</b> ( <i>sq ft</i> _____) height ____ width ____ Sign height ( <i>feet</i> ): _____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Window</b> ( <i>sq ft</i> _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Door</b> ( <i>sq ft</i> _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Projecting</b> ( <i>sq ft</i> _____) height ____ width ____ <input type="checkbox"/> Internally lit <input type="checkbox"/> Externally lit <input type="checkbox"/> N/A Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Temporary: Banner, Political Signs, &amp; Other</b> ( <i>sq ft</i> _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>Awning/Canopy</b> (dimensions _____) Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> <b>LED</b> (dimensions _____)	

**SIGN SUBMITTALS REQUIREMENTS**

1. Scale plot plan (*only for freestanding/monument signage*) Show proposed signage, right-of-way, road name, property lines, existing building, preparer's name and information, person prepared for name and information, north arrow, vicinity map or aerial map, and date. You may use your plat to map signage location. **IMPORTANT: Flag location(s) of signage.**
2. Color sketch/rendering of proposed signage with dimensions.
3. Location(s) of signage on building.

I attest to the best of knowledge the information and attachment(s) provided is accurate. Falsifying information shall result in the revocation of permit and stop work notice. I understand the sign installation must be by a licensed contractor with the Town of Santee business license. Subcontractors are required to have a Town of Santee business license. I understand and agree to remove all signage and sign structure(s) within six (6) months after the business closes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

Approved     Denied (Reason for Denial) \_\_\_\_\_

\_\_\_\_\_  
Planning & Zoning Officer/Designee

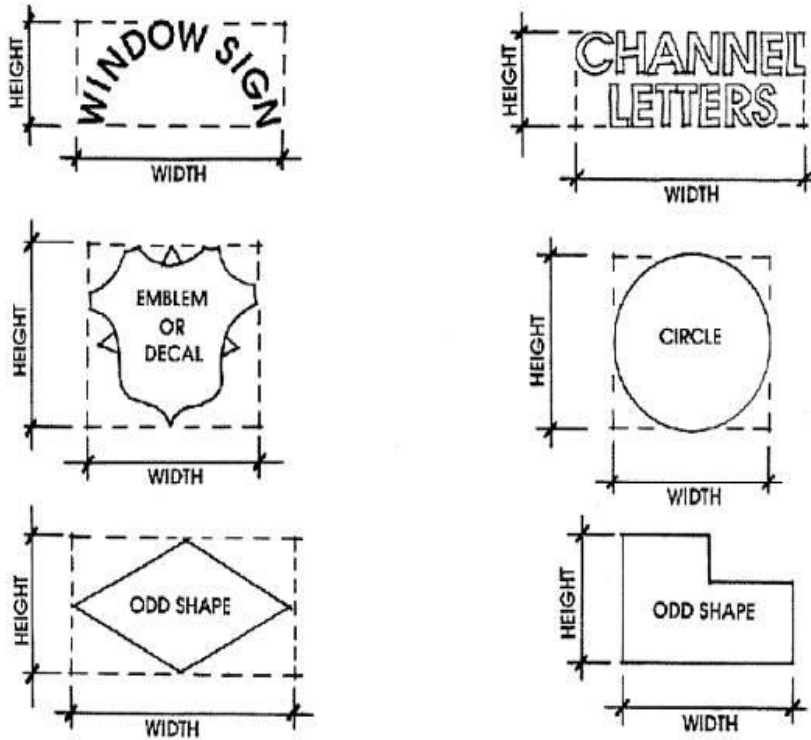
\_\_\_\_\_  
Date

## ADDITIONAL PERMIT FEE BY VALUE OF SIGN

Sign Value	Fee Added To \$65 Base Fee Based on Sign Value
\$1.00 - \$9,000	\$50.00
\$9,001 - \$20,000	\$70.00
\$20,001 - \$50,000	\$100.00
\$50,001 plus	\$150.00

### CALCULATING SIGN AREA

Sign area is determined by multiplying the sign's height and width. For abstract signage, draw a line box around the tallest and widest points like below.



SIGN AREA= WIDTH X HEIGHT

Window area is calculated by the window system regardless of the number of panes.

