



# TOWN OF EDISTO BEACH

## SANDWICH BOARD SIGNS

### **What are Sandwich Board Signs?**

Sandwich Board Signs are self-supporting A-shaped freestanding temporary signs with only two visible sides that are situated adjacent to a business. The maximum area of a sign shall be no more than six (6) square feet per side of sign with the maximum height being (42) inches.

### **Do I need a Sandwich Board Sign Permit?**

A sign permit is required prior to the installation of the sign. Only one temporary sign permit for a sandwich board sign is allowed per business, (excluding real estate signage) and such permit is not transferable. Permits are valid for one calendar year beginning January 1, and ending December 31. A sketch including dimensions, content, materials, and location of the sandwich board sign must be attached to the permit application. The permit application must be approved and signed by Town of Edisto Beach Building Department before the sandwich board sign may be displayed. If a sign is displayed prior to obtaining a sandwich board sign permit, permit fee will be doubled, and or application may be denied.

### **Are there restrictions on the types of materials that I can use?**

Acceptable primary sandwich board sign materials include the following: steel, iron, metal, and wood. Synthetic materials such as chalkboard and whiteboard are acceptable accent materials but are limited to 50 percent of sign area on each side. Sandwich board signs shall not be illuminated, nor shall they contain moving parts or have balloons, streamers, pennants, or similar adornment attached to them. Sandwich boards must be weighted down or removed if winds gust to 20 m.p.h. The sign lettering should be professionally painted or applied; a "yard sales" or "graffiti" look with hand painted or paint stenciled letters is not acceptable, however, chalkboard signs shall be permitted for the 50% of sign area per side. The written message of the sign should be kept to the minimum necessary to communicate the name of the business or a special message of the business.

### **Where can I locate a sandwich board sign on my property?**

Only one sandwich board sign per business shall be permitted. Sandwich Board Signs shall not be placed so as to cause the width of the sidewalk to be reduced below four (4) feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window or fire escape. Such sign shall not be placed within ten (10') feet of any street right-of-way, highway right-of-way or within ten (10') feet of a property line, whichever is more restrictive. Attaching sandwich board signs to structures, poles, sidewalks, objects, signs, etc. by means of chains, cords, rope, wire, cable, etc. is prohibited. Signs shall only be displayed during business operating hours.

### **Code enforcement?**

Sandwich board signs placed in violation of this section will result in immediate removal of the sign and the business's temporary sign permit privileges will be denied for the remainder of that Year. Sandwich board signs displayed without approved permits shall be disposed of at owners Expense. Sandwich board signs within the public right-of-way may be moved/removed by the Town for municipal purposes. (i.e. code enforcement, traffic issues, maintenance, etc.)



## TOWN OF EDISTO BEACH

### Sandwich Board Sign Permit Application

PERMIT NO.: \_\_\_\_\_  
DATE REC'D: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE ISSUED: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\* PERMIT FEE - \$50 PER SIGN\*\*

PERMIT IS VALID FOR ONE CALENDAR YEAR BEGINNING

JANUARY 1, AND ENDING DECEMBER 31. Permits purchased after January 1 in any given year will also expire December 31 of that year; and permit fees will not be pro-rated. The permit fee for Sandwich Board Signs installed without a permit will be double the regular permit fee. Sandwich Board Signs placed in violation of the ordinance *may result in immediate removal of the sign and denial of the business' temporary sign permit privileges for the remainder of that year.* Sandwich Board Signs displayed without approved permits shall be disposed of at owner's expense.

#### Site Information

Site Address: \_\_\_\_\_  
Suite/Unit#: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

#### Owner & Applicant Information

Property Owner Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Applicant / Contractor Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

#### Applicant Signature

*If not the property owner, applicant has been authorized by the property owner to apply for this permit on owner's behalf. Applicant has received a copy of the informational handout entitled "Sandwich Board Sign Information" and hereby agrees to comply with all rules and regulations governing signage consistent with the City Code of Ordinances and Zoning Ordinance.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
DATE



## TOWN OF EDISTO BEACH

### Sandwich Board Sign Permit Application (PAGE 2)

#### Sandwich Board Sign Information

- (1) ATTACH DRAWINGS OF PROPOSED SIGN AND SITE PLAN.  
Site plan shall include the proposed sign location in relation to the building entrance on-site, and the sidewalk location with sidewalk width. Please note that this application will not be considered complete unless the required drawings and site plan are attached.

(2) SIZE OF SIGN

Length: \_\_\_\_\_ Width: \_\_\_\_\_

Total Area: \_\_\_\_\_ SQ FT

Total Sign Height From Ground: \_\_\_\_\_

Width of Sidewalk: \_\_\_\_\_

Distance From Front Building Entrance: \_\_\_\_\_

- (3) MATERIALS. Please list ALL sandwich board sign materials proposed in detail, with explanations as needed:

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#### FOR OFFICE USE ONLY

REQUIRED Submittals Attached:

Drawing of Sign – Y / N (CIRCLE ONE)

Site Plan – Y / N (CIRCLE ONE)

Approved - Y / N (CIRCLE ONE) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initials: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cash or Check #: \_\_\_\_\_