Town of Edisto Beach

Sandwich Board Sign Permit Application

Site Information

Site Address:

Suite/Unit #:

Zoning District:

Owner & Applicant Information

Property Owner Name:

Phone:

Applicant / Contractor Name:

Phone:

Address:

City, State, Zip:

	CIRCLE ONE	
New Sign Permit:	**Y / N**	*If YES complete sections below - drawings, site plan, sizing* *If NO, sign & date below*

ATTACH DRAWINGS OF PROPOSED SIGN & 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.*

SIGN INFORMATION

Length:	**Total Area (Ft^2):**
Width:	

Total sign Height from ground:	
Width of Sidewalk:	
Distance from Front Building entrance:	

Materials: *Please list ALL Sandwich Board sign materials proposed, in detail, with explanations as needed*

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 hereby agrees to comply with all rules and regulations governing signage consistent with the Town Code of Ordinances.*

SIGNATURE **DATE**

FOR OFFICE USE ONLY	APPROVED: Y / N	DATE APPROVED:	
AMOUNT DUE:	DATE PAID:	STAFF INITIAL:	

What are Sandwich Board Signs?

Self-supporting A-shaped freestanding temporary signs with only 2 visible sides

Maximum area: six (6) square feet per side of sign; Maximum height 42 inches.

Who needs a Sandwich Board Sign permit?

Any business within the Town who wants to utilize a Sandwich Board Sign to promote their business

One Sandwich Board Sign permit per business (excluding real estate signage); such permit is non-transferable.

How long are permits valid?

Permits are valid for one calendar year, January 1 through December 31.

How much does a permit cost?

Permits are $50 per sign annually; permit fees are not pro-rated.

What types of materials are acceptable for Sandwich Board Signs?

Steel, iron, metal and wood are acceptable for primary sign. Chalkboard and whiteboard are acceptable for accent material, limited to 50% of sign area on each side.

What are the restrictions for Sandwich Board Signs?

Shall not be illuminated

Shall not contain moving parts or have balloons, streamers, pennants or similar adornment attached.

Sign lettering should be professionally painted or applied; yard sale or graffiti lettering is not acceptable within the main sign area but is acceptable within accent area

Where can the Sandwich Board Sign be located?

Shall not be placed as to cause the width of the sidewalk to reduced below four (4) feet in width

Shall not be erected or maintained in a matter that prevents free ingress or egress from any door, window or fire escape.

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, ropes, cords, wire, cable, etc. is prohibited.

Signs may 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 priveleges 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 municpal purposes (i.e. Code Enforcement, Traffic Issues, Maintenance, etc.)