



THE TOWN OF
Irmo
GATEWAY TO LAKE MURRAY

SIGN APPLICATION

Sign Permit #: _____
Zoning District: _____
Date Filed: _____
Fee: \$50.00 _____

Please print clearly or type responses. Complete and submit the application and attachments. If the applicant is not the property owner, the owner(s) must complete and sign the *Designation of Agent*. An incomplete application will not be processed. Please use, if necessary, additional paper.

Applicant Name: _____ Address: _____

Phone: _____ Email: _____

Relationship to Property Owner: Same Lessee/Business Owner Contractor Other: _____

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. Complete all designated areas.

Owner (*print*) _____ Owner Signature _____ Date _____

Witness (*print*) _____ Witness Signature _____ Date _____

Phone: _____ Email: _____

Contractor Name: _____ Address: _____

License # _____ Phone: _____ Email: _____

Electrical Contractor Name: _____ Address: _____

License # _____ Phone: _____ Email: _____

PROPERTY INFORMATION

Proposed Signage: New Signage Replacing Existing Signage

Property Tax Map #: _____ Property Address: _____

Zoning District: _____ No. of Existing Signs on Premise: _____

Total Area of Existing Signs: _____ Total Cost for Proposed Signage, including structure(s): _____

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

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

Door Area for Proposed Signage: _____ Front Linear Footage of Building: _____

Check the applicable activity(ies)

SIGNAGE	# of SIGNS
<input type="checkbox"/> Wall: (sq ft _____) 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"/> Freestanding/Monument: (sq ft _____) height ____ width ____ Sign height (feet): _____ <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"/> Window (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Door (sq ft _____) height ____ width ____ Material type: _____ Background Color(s): _____ Lettering Color(s): _____	
<input type="checkbox"/> Projecting (sq ft _____) 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"/> Temporary: Banners (vertical, horizontal, flag), Political Signs, & Other (sq ft _____) height _____ width _____	
<input type="checkbox"/> Awning/Canopy (dimensions _____) Material type: _____ Background Color(s): _____ Lettering Color(s): _____	

SIGN SUBMITTALS REQUIREMENTS
1. Scaled plot plan (<i>only for freestanding/monument signage</i>) Show proposed signage, right-of-way, road name, property lines, existing building, preparer's name, and information, the applicant's prepared for name and information, or aerial map, and date. IMPORTANT: Mark or flag location(s) of freestanding signage for Building Code review.
2. Color sketch/rendering of proposed signage with dimensions.
3. Location(s) of signage on the building and/or off the road.
4. Electrical plans. (<i>Send an electric copy to CC&I.</i>) (https://www.cciservicesllc.com or 864.586.6111).

I attest to the best of my knowledge the information and attachment(s) provided are accurate. This application for a permit is not an authorization to start the described workout with approval. The sign installation must be by a licensed contractor with a Town of Irmo 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) _____

Zoning Clerk

Date

Site Plan No.:

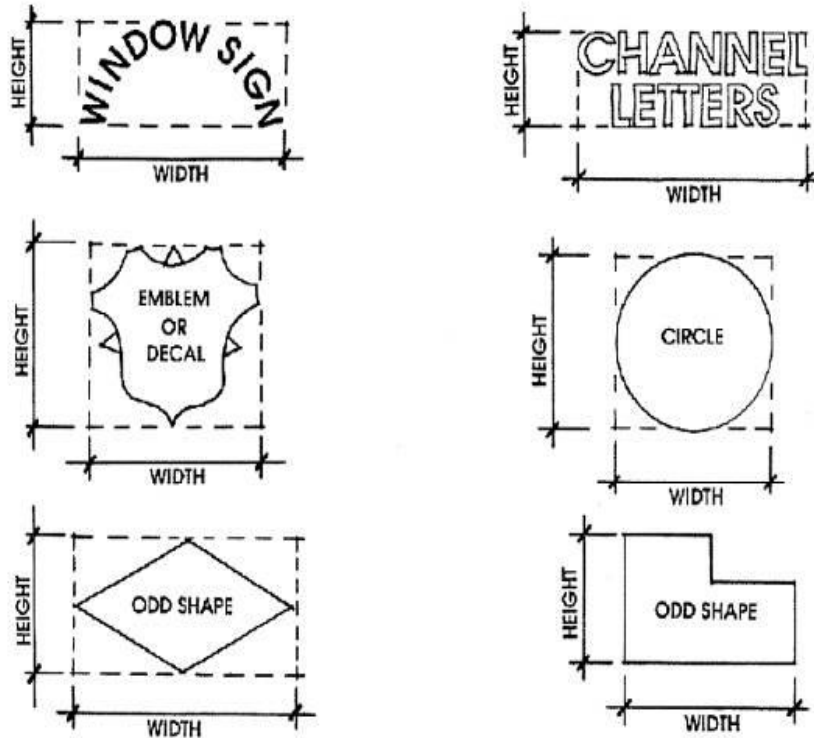
Parcel No.:

Zoning Administrator/Designee

Date

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 contiguous window surface regardless of the number of window panes. Where window surface is interrupted by a door or wall, this constitutes another window area.

