



Spartanburg County Planning & Development Department

366 N. Church St., Suite 700, Spartanburg SC 29303 Phone: (864) 596-3570 Fax: (864) 596-3018

Application for Sign Review

Please fill out the below information. An incomplete application form **may delay** the sign review by staff. Please note that any sign requiring a sign permit should not be installed until the sign application has been approved and a sign permit is issued by staff. It is the responsibility of the applicant to provide all pertinent and required documentation to submit for review. Aerial photographs or pictures of the site may not be substituted in place of a site plan; however, these may be submitted in addition to the site plan. *Also, any proposed sign or proposed existing sign face change, expansion, reduction, etc., may be located on an Appearance Corridor. The Appearance Corridor may have more restrictive requirements regarding height, display area, color, etc.*

Type of sign: Business Sign Advertising Sign Temporary Sign

1. _____
Name of Project for Which the Sign is Intended

2. _____ City _____ Zip Code _____
Address of Property Where Sign is to be Placed

_____ TMS#(s) (Tax Map Sheet Number)

3. _____ Phone _____ Email _____
Applicant's Name

_____ City _____ State _____ Zip Code _____
Applicant's Address

4. _____ Phone _____ Email _____
Property Owner's Name

_____ City _____ State _____ Zip Code _____
Property Owner's Address

5. _____ Phone _____ Email _____
Contractor's Name

_____ City _____ State _____ Zip Code _____
Contractor's Address

Road Classification: (choose one) _____ Arterial _____ Collector ([Partial Restriction Map](#)) and ([ULMO](#))

Appearance Corridor: _____ 1 _____ 2 _____ 3 _____ N/A ([PZO Chapter 3- Appearance Corridor Protection](#)) ([Appearance Corridor Map](#))

Is the tract or parcel of land restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the proposed activity? Yes No

(Property Owner or Applicant's Signature) _____ Date _____

(See the Additional Information Section on the back of this form.)

(Revised BB 3-24-20)

A Zoning Permit sign review requires two (2) copies of a **site plan** drawn to an engineering scale of 1" = 20', 30', 40', 50', or 60'. **Please allow staff time to complete the review.** We recommend that you review the zoning requirements for your activity prior to preparing your site plan. **Signs should not be erected, installed, or replaced prior to obtaining a valid zoning permit.** The plan shall show:

- A. The shape and dimensions of the lot on which the proposed sign is to be erected.
- B. The width of adjoining road rights-of-way or utility easements, and the location of the lot with respect to these rights-of-way. It is the responsibility of the applicant to determine the location and distance of the road right-of-way or utility easements.
- C. The location of all existing and proposed signs on the property, and their distance (in feet) to adjoining properties and road rights-of-way.
- D. Any advertising sign site plan must show or note the location of and distance to any other advertising signs within the required radius or separation distance for the type of advertising sign requested. (See Section **7.8.30** of the Spartanburg County Performance Zoning Ordinance.) A sealed survey may be required by staff for questionable separation distances.
- E. The distance from the sign to any overhead power lines. All signs shall maintain clearances from all overhead electrical conductors in accordance with the National Electric Code, provided that no sign shall be installed closer than ten (10) feet horizontally or vertically from any conductor. In the case of possible conflict with the local utility provider's requirements, the more restrictive requirement shall apply.
- F. Diagram showing detail, dimensions, and height of sign.
- G. As to wall signs, marquee signs, or projecting signs, the overall display area must be calculated and shown on a diagram. (Maximum display area is 15% of the wall area of the first story on which the sign will be installed.) An elevation drawing illustrating the wall dimensions is required as part of the submittal.

Additional Information:

The sign regulations contained in the Spartanburg County Performance Zoning Ordinance are supplemented by the requirements of the South Carolina Department of Transportation (SCDOT), which regulates off-premise advertising signs on Interstate and federal aid road systems. SCDOT requirements may be more restrictive than the requirements of the County's Performance Zoning Ordinance. Issuance of a Spartanburg County Zoning Permit does not imply approval of, or constitute a privilege to violate, any other applicable federal, state or local ordinance, codes, laws, or private restrictive covenants.

It is the sole responsibility of the applicant to obtain all required permits from other governing agencies.

See [Article 7-Signs](#) of the Spartanburg County Performing Zoning Ordinance for more information regarding signs or consult with Planning Staff.