



Department of Planning and Development

Zoning Compliance & Sign Permits

Submission Requirements

1. Applications for a sign permit must be accompanied by two copies of a sketch of property showing the location where the sign is to be placed. This sketch must be prepared over a recent survey of the property.
2. Other drawings to be submitted with the application include: structural drawings of the sign with dimensions; dimensions of the wall if the sign is to be wall mounted; total height of the sign if it is to be free standing; and foundation plans if free standing.
3. Sketches or photographs of the proposed sign must also be included with the application.
4. A certificate of ownership must also accompany the applications. This certificate must be signed by the owner of the property on which the sign is proposed, or by any other person having a recognized interest in the property, or by the owner's authorized agent. If the applicant is not the owner of the property, or is a contract purchaser of the property, a certified statement signed by the owner consenting to the submission of the application shall be submitted. If the applicant is not the sole owner of the property, a certified statement signed by all other owners or an entity representing the owners consenting to or joining the application shall be submitted.

TOWN OF MONCK'S CORNER
SIGN PERMIT

1. Application must be completed by applicant or authorized representative.
2. Freestanding signs must include foundation plans, if required by the Building Official.
3. Applicant must include two copies of a sketch of the parcel on which the sign is located, including information as shown in attachment.
4. Application must be accompanied by structural drawings of sign (one for building sign, two for free standing sign), if required by the Building Official.

NAME OF BUSINESS: _____

LOCATION OF SIGN: _____ TAX MAP #: _____

SIGN COMPANY: _____ PHONE #: _____

OWNER/DEVELOPER: _____ PHONE #: _____

ROAD FRONTAGE: _____ LINEAR FEET MAXIMUM # FREE STANDING SIGNS PERMITTED: _____

FRONT BUILDING SURFACE: _____ SQ. FT. SIDE BUILDING SURFACE: _____ SQ. FT.

	SIZE SHOWN ON PLAN	MAXIMUM SIZE PERMITTED	COST
FREE STANDING SIGN:	_____ SQ. FT.	_____ SQ. FT.	_____
WALL SIGNS:	_____ SQ. FT.	_____ SQ. FT.	_____
	_____ SQ. FT.	_____ SQ. FT.	_____
	_____ SQ. FT.	_____ SQ. FT.	_____

Comments: _____

MATERIAL: METAL WOOD NEON PLASTIC OTHER (SPECIFY): _____

ELECTRICAL: YES NO _____

ADMINISTRATION FEE: \$20.00
PERMIT FEE: \$15.00 up to \$2,000, \$3.00 per \$1,000 thereafter

Owner and/or Agent agrees to conform to the Town of Moncks Corner Zoning Ordinance and applicable provisions of the International Code Council, and that owner/or agent will comply with all restrictions, codes, noted on the permit.

PRINT NAME OF OWNER/AGENT: _____ DATE: _____

SIGNATURE OF OWNER/AGENT: _____

APPROVED ZONING ADMINSTRATOR: _____ DATE: _____

APPROVED CITY BUILDING OFFICIAL: _____ DATE: _____

TOTAL FEE AMOUNT DUE: \$ _____ RECEIPT # _____