

APPLICATIONS FOR BILLBOARD AND GENERAL SIGN PERMITS



Thank you for your interest in Pickens County, South Carolina. This packet includes the necessary documents for the review and permitting of Billboards and Signs.

Should you need further assistance, please feel free to contact a member of the Planning Staff between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday at (864) 898-5956

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



PICKENS COUNTY

SOUTH CAROLINA



COMMUNITY DEVELOPMENT

BUILDING CODES ADMINISTRATION • STORMWATER MANAGEMENT • PLANNING

BILLBOARD PERMIT APPLICATION

Purpose of Permit: () Renewal () New Construction () Alteration () Repair or Upgrade
() Relocation of an Existing Billboard

Applicant's Name: _____
Address: _____
Phone No.: _____

Property Owner's Name: _____
Address: _____
Phone No.: _____

Address of Proposed or Existing Billboard: _____
General Description of Location: _____
Tax Map No.: _____

Road right-of-way: _____
(If on a State highway, contact the South Carolina Department of Transportation at 864-859-0039.)

FOR NEW, RELOCATED, ALTERED, REPAIRED, or UPGRADED BILLBOARDS

Contractor's Name: _____
Address: _____
Phone No.: _____

Cost of Construction: \$ _____
Sign Area: _____ Sign Height: _____

Type of Billboard: () single face () double face
Mounting: () freestanding () wall

If permit is for new construction or relocation, please indicate address and location of billboard that is being removed: _____

General Description of Proposed Work: _____

(Please attach a sketch for construction of a new billboard or reconstruction of an existing or relocated billboard)

Note: The acceptance of this application for review and the payment of fees does not constitute the approval of the requested permit. Approval is granted only upon finding that the billboard will be erected in compliance with all applicable requirements of the County's Land Use and Development Standards Ordinance.

Periodic field checks and inspections may be conducted to determine compliance and if found non-compliant the billboard must be brought into compliance by the billboard owner, moved, or removed.

Authorized Signature

Date

DEPARTMENT USE ONLY

REVIEW NUMBER: _____

Date Application Received: _____

Fee Paid: _____

Action:

Approval

Denial

Date of Action: _____

By: _____

SIGN PERMIT DECAL # _____

Minimum Setback Required:

15 ft from street right-of-way, or
30 ft from roadway with undefined right-of-way

Dimensions:

Maximum Size: _____ sq. ft Maximum Height: _____ ft Maximum Width: _____ ft

Minimum Spacing Allowed between Billboards: _____ ft

Remarks: _____

SCDOT APPROVAL: _____

DATE: _____

NON-CONTROLLED ACCESS: _____

CONTROLLED ACCESS: _____

This is not a building permit! Upon approval of this application and before commencing work, you must apply for the appropriate building/electrical permits from the Building Codes Department.



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COMMUNITY DEVELOPMENT

BUILDING CODES ADMINISTRATION • STORMWATER MANAGEMENT • PLANNING

GENERAL SIGN PERMIT APPLICATION

PROPERTY OWNER OF RECORD:

NAME: _____

BUSINESS NAME (If Applicable): _____

ADDRESS: _____

CITY/TOWN: ZIP CODE: _____

TELEPHONE NUMBER: _____

SIGN COMPANY/AUTHORIZED REPRESENTATIVE:

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/TOWN: ZIP CODE: _____

TELEPHONE NUMBER: FAX: _____

PROPERTY/SIGN LOCATION (ADDRESS): _____

TAX MAP NUMBER(S): _____

EXISTING SIGN(S) ON SITE: (List Sign Type, Area, and Height): _____

NATURE OF WORK: () New Construction () Alteration () Repair

PROPOSED TYPE OF SIGN(S): () Permanent Free-Standing () Attached to Building

*Attach sign design/sketch with dimensions Sign Height: _____ ft

() Off-Premises Directional () Temporary

COST OF SIGN(S): \$ _____ SIGN AREA _____ sf

SIGN ILLUMINATION: _____ EXTERIOR _____ INTERIOR

(Note: If sign is to be lighted, an electrical permit may be required.)

ROAD RIGHT-OF-WAY VERIFICATION (List Road ROW):

The right-of-way for a Pickens County maintained road can be obtained by contacting Roads & Bridges at 864-898-5933 or the Planning Department at 864-898-5953. If the sign is located adjacent to a state maintained road, please contact the South Carolina Department of Transportation (SCDOT) at 864-859-0039 for right-of-way verification.

- All free-standing signs shall be setback ten (10) feet from the road right-of-way and all property lines. Off-premises directional signs shall be setback five (5) feet from the road right-of-way and all property lines.

SIGNATURE(S) OF APPLICANT(S):

I (We) certify as property owner/authorized representative that the information shown on this application is correct.

Date: _____ Applicant Signature(s) _____

Note: This sign permit is only valid for the sign(s) constructed, erected or installed in accordance with the application herewith and in compliance with all applicable provisions of the Pickens County Development Standards Ordinance, as amended.

DEPARTMENT USE ONLY

REVIEW NUMBER: _____

Date Application Received: _____ Fee Paid: _____

Action:

Approval Denial Date of Action: _____ By: _____

SIGN PERMIT DECAL # _____

Minimum Setback Required:

On-Premises Sign 10 ft from street right-of-way and all property lines
Off-Premises Directional Sign 5 ft from street right-of-way and property lines

Dimensions:

Maximum Size: _____ sq. ft Maximum Height: _____ ft Maximum Width: _____ ft

Remarks: _____

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