

## TEMPORARY SIGN APPLICATION

### Fact sheet for applicants

This handout summarizes the City's most common temporary sign rules. Complete details are available in *Chapter 8* of the Zoning Ordinance at [www.cityofrockhill.com](http://www.cityofrockhill.com), or you may contact us directly with any questions that you may have at the above phone number.

### Regular Temporary Signs

(Options 1 and 2 in application)



All businesses are allowed the use of one temporary sign or banner for a total of up to 90 days per year. The sign can be displayed for up to 30 days at a time, with at least a one week break between 30-day periods.

- The temporary sign or banner may be up to 32 square feet.
- It may be placed on the wall of the building, or in the yard of the business as long as it is placed at least 5 feet away from property lines and in such a way that does not obstruct the view of motorists.

**A temporary sign permit is required.** The cost is \$100 for up to 90 days in the calendar year. After July 1, you also may choose to purchase a half-year permit for \$50 for up to 45 days during the second half of the calendar year.

### Special Event Signage



One temporary banner of up to 32 square feet is allowed per street frontage during a permitted special event approved under the Zoning Ordinance. This does not require a separate temporary sign permit because the signage is included in the special event permit.

### Grand Opening Events

(Option 3 in application)



A new business is allowed a special allotment of signs for its grand opening, in addition to the other types of temporary signs explained in this handout. This special signage is allowed for a 45-day period that may start up to 30 days before opening day and may end up to 90 days after opening day. This special allotment includes:

- One sign or banner of up to 32 square feet, AND
- Up to five displays of streamers, pennants, feather flags, or balloons. Each display must be 20 square feet or less, except for balloons and bouquets of balloons, which can be up to 64 cubic feet per display.

**THESE SIGNS ARE NOT ALLOWED EXCEPT FOR GRAND OPENINGS**



## A Few Special Types of Signs

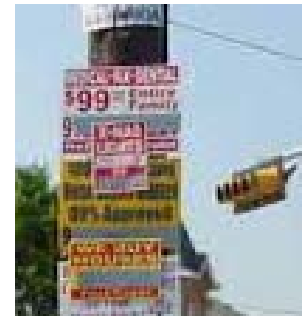
These signs are allowed, and **do not** require a permit.

- A **sidewalk sign** is allowed during business hours. It is limited to 6 square feet per side and 4 feet in height. It must be oriented towards pedestrians and placed no more than 30 feet from a business entrance. It also must be placed so as not to obstruct exits or pose a hazard to pedestrians.
- One **“Now Hiring” sign** is allowed. It must not exceed 4 square feet and must be placed on the property where the employer has a job vacancy.
- A one-square-foot wall sign for a **home-based business** is allowed.



## PROHIBITED TEMPORARY SIGNS

- Signs placed in the **right-of-way**
- Signs placed on **utility poles or traffic signs**
- Signs placed on **other people's property**
- **Too many window signs:** Window signs that cover more than 50% of the window area, or the amount allowed for wall signs on that side of the building, whichever is less
- Signs that **move or flash**
- Digital message boards that **change more than every 5 minutes**
- Signs on vehicles at sales lots with **letters taller than 6 inches** or a **message area larger than 10 square feet**
- **Vehicles with signs that are parked so as to serve as a sign**—those that are not used in the ordinary course of business and are parked closer than 50 feet to the street during business hours



# TEMPORARY SIGN APPLICATION

Submit sign applications to [permits@cityofrockhill.com](mailto:permits@cityofrockhill.com) or apply online at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices). Staff will review your request and then contact you for payment if required.

## APPLICANT INFORMATION

Applicant's name	Mailing address	Phone number	Email address

## PROPERTY INFORMATION

Business Name	Address of Business (where sign will be posted)

## SIGN INFORMATION

### Type of Sign

**Option 1 –Regular Temporary Sign Permit, Full Year (\$100)**

Allowed for up to 90 days per calendar year. The sign can be displayed for up to 30 days at a time, with at least a one-week break between 30-day periods.

For the first time you plan to use the sign during the calendar year:

Beginning display date: \_\_\_\_\_ Ending display date: \_\_\_\_\_ # of days used: \_\_\_\_\_

Wall Sign- Attach drawing/picture showing location of sign and how the sign will be anchored. (See Page 2 for requirements.)

Freestanding Sign- Attach site plan showing the location of the sign on the property. (See Page 2 for requirements.)

**Note:** After your permit has been issued for the year, each time you would like to use some of your allowed days, you must email the following information to [tempsigns@cityofrockhill.com](mailto:tempsigns@cityofrockhill.com) before posting the sign. Failure to do this could result in a loss of up to seven days each time.

1. Permit number
2. Name and address of the business
3. Your name, title, and contact information
4. Beginning and Ending Dates

Square footage of sign: \_\_\_\_\_ (Maximum is 32 square feet)

**Option 2 –Regular Temporary Sign Permit, Second Half of Year (After July 1) (\$50)**

Allowed for up to 45 days between July 1 and December 31. The sign can be displayed for up to 30 days at a time, with at least a one-week break between a 30-day period and the remaining 15-day allotment.

For the first time you plan to use the sign during the calendar year:

Beginning display date: \_\_\_\_\_ Ending display date: \_\_\_\_\_ # of days used: \_\_\_\_\_

Wall Sign- Attach drawing/picture showing location of sign and how the sign will be anchored. (See Page 2 for requirements.)

Freestanding Sign- Attach site plan showing the location of the sign on the property. (See Page 2 for requirements.)

**Note:** After your permit has been issued for the year, each time you would like to use some of your allowed days, you must email the following information to [tempsigns@cityofrockhill.com](mailto:tempsigns@cityofrockhill.com) before posting the sign. Failure to do this could result in a loss of up to seven days each time.

1. Permit number
2. Name and address of the business
3. Your name, title, and contact information
4. Beginning and Ending Dates

Square footage of sign: \_\_\_\_\_ (Maximum is 32 square feet)

(continued)

**Option 3 - Grand Opening for New Businesses (Free)**

One temporary sign and up to five other types of displays are allowed for up to 45 days. That period may start up to 30 days before opening day and up to 90 days after opening day.

Beginning display date: \_\_\_\_\_ Ending display date: \_\_\_\_\_ # of days used: \_\_\_\_\_

Square footage of sign: \_\_\_\_\_ (Maximum is 32 square feet)

For each other type of display to be used, what type and what size? Each display must be 20 square feet or less, except for balloons and bouquets of balloons, which may be up to 64 cubic feet per display.

Type of display	Size of display
<input type="checkbox"/> Streamers <input type="checkbox"/> Pennants <input type="checkbox"/> Feather flag <input type="checkbox"/> Balloons	
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**Option 4 - Temporary Use of Banners in lieu of Permanent Signage (Free)**

Allows banners to be used while awaiting installation of permanent signage, to temporarily cover an existing permanent sign in the event of a business name or logo change, or similar circumstance.

Banners may be installed for a period of up to 60 days after the City has issued zoning compliance approval for the business.

Beginning display date: \_\_\_\_\_ Ending display date: \_\_\_\_\_

Intended date of permanent signage installation: \_\_\_\_\_

The banner should meet the sign area requirements of the sign it is designed to temporarily obscure or replace. It should be securely fastened to the wall or permanent sign structure to draw the banner material taut and prevent flapping.

**Site Plan and Drawing Requirements**

◆ **Wall signs** – Attach a drawing or picture showing

- 1) The location of the sign on the wall.
- 2) How you will anchor the sign to the wall. (Signs must be flush-mounted.)

◆ **Freestanding signs** – Attach a site plan showing

- 1) The location of the sign on the property.
- 2) All nearby power lines, driveways, and buildings. (The sign must be located so as not to obstruct the view of motorists or otherwise harm public safety.)
- 3) The distance from the sign to property lines. (The sign must be located at least 5 feet away from all property lines.)
- 4) The location of the road right-of-way. (The sign cannot be located within the road right-of-way.)

You can search for surveys/plats online at <http://search.yorkdeeds.com/NameSearch.php?Accept=Accept>.

Call PUPS to locate any underground utility lines at 888-721-7877 before installing the sign.

I certify that the information in the application and the attached forms is correct.

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>		Date Filed: _____	Fee Paid: <input type="checkbox"/> C.C. <input type="checkbox"/> Cash <input type="checkbox"/> Check#: _____
Action: <input type="checkbox"/> Rejected <input type="checkbox"/> Approved	By: _____	Comments: _____	