



OFF-SITE SIGN PERMIT APPLICATION

Sign Permit Number: _____

Date: _____

Expiration Date: _____

- 1. Applicant: _____
- 2. Phone number: _____
- 3. Property Owner: _____
- 4. TMS# and/or PIN#: _____
- 5. Zoning District: _____

6. OFF-SITE SIGN INFORMATION

- A. Total sq footage of sign surface area to be erected including cut-outs not to exceed 40sq ft _____
- B. Height of sign to be erected _____
- C. Is this a digital board or a static board _____
- D. Total linear feet from another off-site sign _____
- E. Total radial feet from a commercial business _____
- F. Distance from church, place of worship, cemetery, public/private school or public park _____
- G. Distance from signalized intersection _____
- H. Distance and spacing requirement: Conway By-Pass _____
- I. Distance and spacing requirement: Carolina Bay/Central Pkwy _____ Other _____
- J. Distance from bridge abutment _____
- K. Square footage of non-conforming removed _____

7. ADDITIONAL INFORMATION

- A. Setback from highway right-of-way _____
- B. Distance from property lines _____
- C. Is the sign illuminated _____
- D. Does the sign illuminate onto adjacent residential property _____ Y _____ N
- E. Does the proposed sign conflict with any recorded land covenants _____ Y _____ N

8. APPLICANT AFFIDAVIT

- 1. Applicant understands that all permits will expire 6 months from date of application if sign is not constructed.
- 2. Applicant understands that any existing violation on property where sign is to be located may prevent application approval

I hereby certify and acknowledge that I have read and understand the above and the information I have provided is true and accurate to the best of my knowledge.

Signature of Applicant

I hereby certify that, based on the information provided, the proposed sign is in compliance with the requirements set forth under the Sign Ordinance of Horry County.

Zoning Administrator or Authorized Agent

OFF-SITE PERMIT APPLICATION INSTRUCTION SHEET

- All sign reviews will be submitted using the online plan submittal process on horrycounty.org. Submittals must include a completed sign permit and building permit application, signed letter of agency, completed checklist, and requirements listed below for the type of sign.
- All first time submittals and revisions will be reviewed digitally. Hard copies will be required for final approval.
- Please allow up to 10 business days for all digital reviews and 3 business days for final hard copy review.

Please also include the following:

- A. Applicant must provide two (2) scaled site plans showing the proposed location of the off-site sign along with measurements from the front and side property lines.
- B. Applicant must provide two (2) copies of the sign rendering with all measurements.
- C. Applicant must provide engineered drawings for the proposed sign in accordance to the 2015 International Building Code.
- D. A valid lease agreement or notarized letter from the property owner giving permission for the proposed sign to be installed on said property.

Any information sent via email in regards to any sign is intended to be only general in nature.

Anyone operating a business within Horry County must obtain a zoning compliance for a business license prior to the release of any sign permit.

