



TOWN OF YEMASSEE SIGN PERMIT APPLICATION

Town of Yemassee
Attn: Administration Department
101 Town Circle
Yemassee, SC 29945-3363
(843)589-2565 Ext. 3
www.townofyemassee.org

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name:			
Project Location:			
Zoning District:	Acreage:	<input type="checkbox"/> Temporary Sign	
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) scaled drawings of the proposed sign showing all elevations, materials and colors.			
<input type="checkbox"/> 2. Two (2) scaled drawings showing the property lines and proposed sign, landscaping, and lighting.			
<input type="checkbox"/> 3. Two (2) scaled drawings or photographs of the building façade with dimensions showing the entire wall or tenant space façade, the proposed sign location and any existing signage. Include an illustration of the wall sign affixed to the wall façade.			
<input type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership.			
<input type="checkbox"/> 5. Letter of approval from ARB and/or POA, if applicable.			
<input type="checkbox"/> 6. Project Narrative describing reason for application and compliance with the criteria in the DSO.			
<input type="checkbox"/> 7. An Application Review Fee as determined by the Town of Yemassee Schedule of Rates & Fees. Checks made payable to the Town of Yemassee.			
Disclaimer:		The Town of Yemassee assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF YEMASSEE

SIGN PERMIT

APPLICATION PROCESS

NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Development Standards Ordinance (DSO) requirements for obtaining application approval in the Town of Yemassee. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Yemassee's Development Standards Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Application Submittal	Applicant
The Applicant shall submit the Sign Permit Application and required submittal materials.	
Step 2. Review by Town Administrator	Staff
If the Town Clerk determines that the Sign Permit Application is complete, it shall be reviewed for compliance with the criteria and provisions in the DSO. The Town Clerk may approve, approve with conditions, or deny the application.	
Step 3. Issue Sign Permit	Staff
If the Sign Permit Application is in compliance with the criteria and provision in the DSO, the Town Administrator shall issue the Sign Permit.	