

TOWN OF HILTON HEAD ISLAND
SIGN REVIEW CHECKLIST: REAL ESTATE SIGN LARGER THAN FOUR SQAURE FEET

SIGN PERMIT #:		DATE SUBMITTED:	
REAL ESTATE COMPANY & AGENT NAME:		DATE REVIEWED:	
ADDRESS OR LOCATION OF SIGN:		SUBMITTAL #:	

REQUIRED INFORMATION & MATERIALS

APPLICATION FORM				
REQUIRED INFORMATION	Yes	No	Comments & Questions	
Town of Hilton Head Island Business License numbers are provided for the business, the property owner, the designer/agent and the sign installer. Contact the Community Development Information Center at 843-341-4757 for information.				
The number of each type of sign is noted.				
The number of faces for each type of sign is noted.				
Yes or No is checked after "Are there recorded private covenants and/or restrictions..."				
The application is signed and dated.				

APPLICATION MATERIALS				
REQUIRED MATERIALS	Yes	No	N/A	Comments & Questions
A color rendering or photo of the proposed sign with all required information. See requirements below.				
A photo of the location of the proposed sign <i>without the sign</i> .				
Photos of the location of the proposed sign with the sign superimposed to scale on the photos. <ul style="list-style-type: none"> • Provide photos close to the location, showing relevant details such as drive aisles, sidewalks, trees, etc. • Provide photos further away from the location, showing much of the surrounding area as possible. 				
An aerial photo, site plan, or sketch to scale <i>showing property lines</i> and the location of the sign. Note: Signs cannot be located off-premises.				

DESIGN REVIEW

RENDERING – MATERIALS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Sign panel material, e.g. “0.5 inch thick HDU”. Note: To maintain the sign’s rigidity, the panel must be at least 0.25 inch thick.				
Post material, e.g. “4 inch by 4 inch posts”.				

RENDERING – DIMENSIONS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Panel height and width. Note: The panel can be no larger than 20 square feet.				
The panel is square or rectangular.				
Letter and number heights.				
Logo and photo dimensions, if applicable.				
Overall sign height. Note: Sign height is limited to 8 feet.				
Distance from the bottom of the sign panel to the ground. Note: Cannot exceed 4 ft.				

RENDERING – DESIGN

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Text is limited to words that reasonably convey the offering and contact information.				
The number of fonts does not make the sign look busy.				
The logo and/or photo are well-integrated into the design.				
The rendering shows how where posts connect to the sign panel, e.g. the posts are on either side of the panel, the posts are behind the panel, etc.				

RENDERING – COLORS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Every color, including vinyl, used is identified by manufacturer name and number, e.g. “SW 6112 Biscuit”, “3M 130 Egg Shell”. Pantone for print vinyl only.				
Background colors are earth tones: green, brown, beige, and grey.				
Subdued shades of color are used.				
There isn’t a harsh contrast between adjacent colors.				
To reduce contrast, off-white is used instead of white.				
The number of colors does not make the sign busy.				