

TOWN OF HILTON HEAD ISLAND

SIGN REVIEW CHECKLIST: REAL ESTATE SIGN 4 SQUARE FEET AND SMALLER

SIGN PERMIT #:		DATE SUBMITTED:	
REAL ESTATE COMPANY & AGENT NAME:		DATE REVIEWED:	

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	Comments & Questions
A color rendering or photo of the proposed sign with all required information. See requirements below.			

DESIGN REVIEW

RENDERING – MATERIALS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Sign panel material. Note: Corrugated plastic is not an acceptable sign material.				
Sign frame material.				

RENDERING – DIMENSIONS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Sign panel height and width.				
Rider height(s) and width(s).				

09/2015

Overall sign height and width. Note: The total sign – with riders – cannot exceed 4 sq. ft.				
Letter and number heights.				
Logo and photo dimensions, if applicable.				

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.				

RENDERING – COLORS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Every color used is identified by manufacturer name and number. Pantone colors are not used.				
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.				

