

TOWN OF HILTON HEAD ISLAND
SIGN REVIEW CHECKLIST: TEMPORARY SIGN FOR A PERMANENT SIGN

SIGN PERMIT #:		DATE SUBMITTED:	
BUSINESS NAME:		DATE REVIEWED:	
ADDRESS:		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	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 proposed 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 (for freestanding signs) or building (for façade signs). • Provide photos further away from the location or building, showing much of the surrounding area or building elevation as possible. 			
For freestanding signs, 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: Banners and corrugated plastic are not permitted temporary sign materials. Note: To maintain the sign’s rigidity, the panel must be at least 0.25 inch thick.				
Post material, if applicable. E.g. “4 inch by 4 inch posts”.				
Other hardware or materials, if applicable. E.g. “Black chains”.				

RENDERING – DIMENSIONS				
REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Panel height and width. Note: The panel can be no larger than 16 square feet.				
Letter and number heights. Logo dimensions, if applicable. Note: The text, logo, and colors on a temporary sign shall be identical to the text, logo, and colors on the related permanent sign.				
If freestanding, the overall sign height. Note: Sign height is limited to 8 feet.				
If freestanding, the 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
Note: The text, logo, and colors on a temporary sign shall be identical to the text, logo, and colors on the related permanent sign.				
If applicable, 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 colors for print vinyl only. Note: The text, logo, and colors on a temporary sign shall be identical to the text, logo, and colors on the related permanent sign.				

LOCATION				
REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Only one sign with no more than two sign faces will be displayed per proposed permanent sign.				
The temporary sign will be located in approximately the same location as the proposed permanent sign.				

