



TEMPORARY SIGN PERMIT APPLICATION

Code Compliance and Development Office
 100 E Windsor St, Westminster, SC 29693-0399
 864-647-3200 X 105 www.westminstersc.org

PROJECT INFORMATION		
Property Address:	Tax Map Survey #:	Zoning:
	Multi-Tenant Units:	Design Guidelines:
Applicant:	Phone:	Fax:
Mailing Address:	Mobile:	
	E-Mail:	
Physical Address:	City Bus. License:	
Property Owner:	Phone:	Fax:
Mailing Address:	Mobile:	
	E-Mail:	
Physical Address:	City Bus. License:	
Sign Contractor:	Phone:	Fax:
Mailing Address:	Mobile:	
	E-Mail:	
SC LLR License:	City Bus. License:	

SIGN TYPE			
<input type="checkbox"/>	Event	<input type="checkbox"/>	Yard Sign
<input type="checkbox"/>	Air/Gas Filled Device	<input type="checkbox"/>	Campaign (see attached)
<input type="checkbox"/>	Banner	<input type="checkbox"/>	Display
<input type="checkbox"/>	Construction/Development	<input type="checkbox"/>	

PROMOTION/EVENT DISPLAY DATES & LOCATION			
Name of Business/Organization:			
Start date:		End date:	
Location:	<input type="checkbox"/> Wall	<input type="checkbox"/> Sign Structure	<input type="checkbox"/> Yard
			<input type="checkbox"/> Other:

SIGN/DISPLAY AREA			
# LOTS (max. 1 per lot):		# Events (max. 6 per year):	
SIGN AREA		HEIGHT	
Allowable	Proposed	Allowable	Proposed
1		1	
2		2	
3		3	

<input type="checkbox"/> SIGN & ELEVATION PROPOSAL SKETCH OR MOCK-UP – Identify dimensions, copy message, colors, and construction materials.	<input type="checkbox"/> SITE PLAN – Copy of survey or scale drawing showing the parcel dimensions, nearest building, rights-of-way, driveways, easements, power lines, and location of sign in relationship to property lines, rights-of-way, and nearest building.
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CERTIFICATION		
By signing this application, I certify that I am an authorized agent for the company performing the work stated above, and that all the information provided is true and accurate. I further understand if any information is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances.		
Signature of Applicant	Printed Name and Title of Applicant	Date

OFFICE USE ONLY
Action: <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Approved subject to obtaining and complying with a valid <input type="checkbox"/> BUILDING PERMIT <input type="checkbox"/> ELECTRICAL PERMIT
Permit Fee: \$ _____ Receipt #: _____ Authorized by: _____



POLITICAL/CAMPAIGN SIGN
ORDINANCE & CHECKLIST

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CITY OF WESTMINSTER CODE OF ORDINANCES

TITLE XV: LAND USAGE

CHAPTER 152: SIGN REGULATIONS

§ 152.013 (5)

*Signs erected in connection with elections or political campaigns. A "Political Sign Application" must be completed with an accompanying **map indicating the locations of all the signs.***

*A cash (or money order) **performance bond** must be posted with the City Treasurer in the amount of **\$250.** This is refundable in its entirety after the city has been notified of the removal and has verified such removal of all the candidate's signs.*

*Such **signs shall be removed within seven days following the election** or conclusion of the campaign. After the seven days have expired and all of the signs have not been removed, the bond will be cashed by the city and the city will use those funds to defray the costs of removal and disposal.*

*No such **sign may exceed 16 square feet in surface area.** In accordance with S.C. law, **no such political signs shall be placed within 200 feet of any building in which an election poll is being conducted.***

*Signs are **not permitted in the public right-of-way** and must be confined to private property with the permission of the property owner.*

Efforts shall be made to contact the campaign headquarters for any signs that shall appear within the city limits that have not been covered by a performance bond. When contacted, notice shall be given to the campaign headquarters that the required performance bond payment shall be made within ten days of the notice or the campaign signs will be removed. If efforts to contact the campaign headquarters are unsuccessful, the efforts to contact them shall be documented and the campaign signs will be removed after ten days.

Furthermore, any such campaign signs that have been removed by the city shall be held for an additional ten days and then, if not retrieved by the campaign personnel, the signs shall be discarded.

BY MY SIGNATURE, I AFFIRM THAT: I have read the information provided herein and understand and that failure to act in accordance with any portion of the ordinance will constitute forfeiture of the performance bond and proposed activity is not restricted by any recorded restrictions and or covenant that is contrary to, conflicts with, or prohibits the activity described, pursuant to §6-29-1145 of the South Carolina Code of Laws.

Candidate/Applicant Signature _____ Date _____

SUBMISSION CHECKLIST & RECEIPT	
<input type="checkbox"/> \$250.00 Cash Performance Bond	
Receipt #:	Received By:
Date Refunded:	Received By:
Date Reconciled:	Reconciled By:
<input type="checkbox"/> Map indicating location of all signs	
Election/Campaign Date(s):	Inspected By:
Removal Date:	<input type="checkbox"/> Staff Removal By:
<input type="checkbox"/> Voluntary Removal	