



# Temporary Sign Permit Application

Application and all required supporting materials must be completed prior to requesting a permit.

<b>Staff Use Only</b>
Received: _____
Staff: _____
Inspected: _____

City of Conway Planning Department  
206 Laurel Street, 29526

Phone: (843) 488-9888  
Conway, South Carolina

FAX: (843) 488-9890  
[www.cityofconway.com](http://www.cityofconway.com)

Proposed Location:		Business Name:	
Applicant/Property Owner:		Daytime phone:	
Applicant's mailing address:		Applicant's e-mail address:	
City:	State:	Zip Code:	
Fax:			
Temporary sign will be displayed from _____(date) to _____(date)			
The proposed sign is a:			
Banner	A-frame/Sandwich board	Wall sign	Freestanding Sign
Window Sign	Other		
Is the proposed sign is for a business located in a multiple-tenant building? Yes _____ No _____			
<b>Brief Description</b> of the proposed location for temporary sign:			
Size:			
Height:			
Location:			

**TEMPORARY BUSINESS SIGN REGULATIONS**

- THERE SHALL NOT BE MORE THAN FOUR (4) PERMITS FOR TEMPORARY BUSINESS SIGNS ISSUED FOR THE SAME BUSINESS LOCATION WITHIN ONE (1) CALENDAR YEAR.**
- Sign face twenty-four (24) square feet or less (forty-eight aggregate (48) square feet);
- Removed after ten (10) consecutive days
- Not to exceed fifteen (15)feet in height;

**TEMPORARY EVENT SIGN REGULATIONS**

- Erected fifteen (15) days prior to event, removed within three days;
- Sign face twenty-four (24) square feet or less (forty-eight aggregate (48) square feet);
- Not to exceed six (6) feet in height;
- Additional maps may be necessary to illustrate multiple sign location(s).

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 or the authorized representative of the owner. I authorize the subject property to be inspected, and that all required material will be submitted to the City of Conway Planning Department in order for the permit to be reviewed. **I understand that it is my responsibility to obtain all necessary approvals from other City departments.**

Print name legibly: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ date: \_\_\_\_\_

\*\*\*\*\*

### Office Use Only

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_



# Temporary Sign Permit Application

*Application and all required supporting materials must be completed prior to requesting a permit.*

**Staff Use Only**

Received: \_\_\_\_\_

Staff: \_\_\_\_\_

Inspected: \_\_\_\_\_

## 11.5.1 Temporary Business Signs

Temporary business signs are signs identifying a special, unique, or limited activity, service, product, or sale of limited duration shall be subject to the following:

- A. Number**  
There shall not be more than four (4) permits for temporary business signs issued for the same business location within one (1) calendar year.
- B. Type of Sign**  
Temporary business signs may include wall signs, freestanding signs, and banners.
- C. Sign Area**  
Temporary business signs shall not exceed twenty-four (24) square feet in gross surface area for each exposed face nor exceed an aggregate gross surface area of forty-eight(48) square feet.
- D. Location**  
Temporary business signs shall be located only upon the zoning lot upon which the special, unique, or limited activity, service product, or sale is to occur. Such signs may be located in any yard or required yard, but shall not extend over any lot line. Such signs shall not be located in a required sight distance triangle as set forth in Section 7.1.8. For multi-tenant structures, temporary business signs must be placed between the street frontage and the tenant's principal entrance.
- E. Height**  
Temporary business signs shall not project higher than fifteen (15) feet.
- F. Special Conditions**  
Temporary business signs shall be erected and maintained for a period not to exceed ten (10) consecutive days, and shall be removed within three (3) days of the termination of the activity, service, project, or sale. The determination as to whether such special, unique, or limited activity, service, product, or sale of limited duration qualifies for a temporary business sign permit shall be at the discretion of the Planning Director.

## 11.5.3 Temporary Event Signs

Temporary event signs may announce a campaign, drive, activity, or event of a civic, philanthropic, educational, or religious organization for non-commercial purposes. Temporary event signs may include wall signs, freestanding signs, banners, pennant, and streamers. Temporary event signs may be erected and maintained for a period not to exceed fifteen (15) days prior to the date of which the campaign, drive, activity, or event advertised is scheduled to occur and shall be removed within three (3) days of the termination of such campaign, drive, activity, or event.

- A. Number**  
The permitted number and construction of temporary event signs shall be approved by the Planning Director with consideration given to the public safety and the signage reasonably necessary and appropriate for the intended purpose. Temporary event signs may be reviewed and approved as a part of Special Event Permits.
- B. Sign Area**  
The permitted sign area of temporary event signs shall not exceed twenty-four (24) square feet in gross surface area.
- C. Location**  
The permitted location of temporary event signs shall be approved by the Planning Director with consideration given to the public safety and the signage reasonably necessary and appropriate for the intended purpose.
- D. Height**  
Temporary event signs shall not exceed six (6) feet in height, as measured from average grade of lot.