



# Temporary Sign Permit Application Development Standards Department

**Application Processing Fee \$50.00 Per Sign | Security Deposit Fee \$100.00 Per Sign**

Please submit applications, processing fees, and supporting documents (reference pg. 4) simultaneously to avoid delay in processing.

Applications can be submitted in-person by mail, or by email.

For payment cash (in-person only), check (in-person or by mail), and cards (in-person or call or pay over phone) are accepted.

Date Application Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Expires: \_\_\_\_\_

**\*\*ALLOW 7 WORKING DAYS FOR REVIEW\*\***

## Applicant's Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephones (Office and Cell) and Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Being Advertised: \_\_\_\_\_

List of Physical Address or TMS Numbers for Temporary Signs. (Applicant may attach a list to this application if more space is needed.)

Anderson County Code of Ordinance Section 24-245: "A security deposit shall be required for each permit for temporary signs. Deposit shall be returned to the permit holder provided the sign has been removed after the expiration of the thirty-day period or the deposit will be forfeit."

Minimum setback required: Five (5) feet from any defined right-of-way or property line or fifteen (15) feet from edge of pavement if there is not a defined right-of-way. Applicant is responsible for contacting SCDOT (864) 260-2215 for right-of-way information on all state roads. Applicant is responsible for contacting the County Roads Department (864) 260-4190 for right-of-way information on all county roads. If placing signage on private property, applicant must obtain permission from the property owner and provide the Development Standards Department with a copy of this documentation with application.

As the applicant, I hereby confirm that the required list of locations for this application is authentic and has been submitted to the Anderson County Development Standards Office. I confirm that I understand all signs must be removed within thirty (30) days from all locations on or before the required expiration date or deposit will be forfeited. And I confirm that I have read and understand the minimum setback requirements and will adhere to them as stated.

**An approval letter is required from the property owner at the time of submittal to place sign on private property.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Development Standards Department

\_\_\_\_\_  
Date

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For Office Use Only: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Application Received By: \_\_\_\_\_ Date Complete Application Received: \_\_\_\_\_

Application Processing Fee **\$50.00**: \_\_\_\_\_ Security Deposit of **\$100.00**/Check#: \_\_\_\_\_

Check Number/Credit Card: \_\_\_\_\_ Security Deposit (Returned or Forfeited): \_\_\_\_\_

Date of Deposit: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Anderson County Development Standards  
401 East River Street, Anderson, South Carolina  
Phone: (864)260-4719 Fax: (864)260-4795  
Email: dsapplications@andersoncountysc.org



# Temporary Sign Informational Guide

The following guide is to aid the applicant in placing their temporary signs in proper, authorized areas.

## Temporary Sign Information

Anderson County is glad that you have a story to tell about your business or organization. Anderson County respects your right to tell your story, but also asks that you do it responsibly.

This guide contains information extracted from the Anderson County Code of Ordinances to help you understand the ordinance and to aid your placement of temporary signs in permitted areas. If you place your signs in non-permitted areas, they are subject to being removed.

### Section 24-241. Purpose

The purpose of this division is to protect public safety, promote public welfare and to ensure the maintenance of an attractive community environment, while attempting to meet the needs of sign users for adequate identification, communication and advertising.

### Section 24-244. Prohibited Signs

The following signs are prohibited:

- (4) Any sign that encroaches upon any right of way for a street, roads or highway other than those exempted in section 24-243 (1) and (2).
- (5) Signs painted on or attached to trees, rocks or other natural features, or telephone or utility poles, street signs or poles for stoplights.

### Section 24-245. Permitted Signs

(6) Temporary Signs. No portion of any temporary sign shall be placed within five feet of any defined right of way or property line, nor within fifteen feet from the edge of any paved or unpaved roadway where the right of way is undefined.

## Temporary Sign Guidelines

You may place your temporary/ stake sign, if you have a thirty (30) day sticker:

- ☐ On your business property;
- ☐ On your private property; or
- ☐ On someone else's property with his or her permission

You may not place your temporary/ stake sign:

- ☐ On public property which includes road right of ways (generally fifteen (15) feet from the edge of pavement);
- ☐ On natural objects, such as trees;
- ☐ On street or traffic signs and sign poles;
- ☐ On utility poles;
- ☐ On someone else's private property without his or her permission; or
- ☐ Without a temporary thirty (30) permit sticker

Additional Requirements/ Comments: \_\_\_\_\_

\_\_\_\_\_



# Temporary Sign Placement Regulations

The following shows examples of where you may not place temporary signs.



You may not place temporary signs on traffic signs.



You may not place temporary signs along or in the right of way.



You may not place temporary signs on utility poles.



You may not place temporary signs on natural objects, such as trees.

Additional Requirements/ Comments: \_\_\_\_\_

\_\_\_\_\_



# Temporary Sign Application Checklist

The following checklist is to aid the applicant in providing the necessary materials for submittal.

## Application Submittal Requirements and Process

To submit a Temporary Sign Application, you must provide the following to the Development Standards Office:

- ☐ Completed and Signed Temporary Sign Permit Application
- ☐ List of Specified Location for All Temporary Signs
- ☐ Application Processing Fee **\$50.00** per a sign
- ☐ Check made payable to Anderson County for Temporary Sign Permit Security Deposit and Decals (Security Deposit for a Temporary Sign Permit is **\$100.00** Decals are \$1 each.)

After the Temporary Sign Permit expires (30 days from date of issuance), Development Standards Staff will verify that all signs have been removed. The applicant may then request their security deposit of **\$100.00** be returned. If signs are not removed, the security deposit will be forfeit.

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Additional Requirements/Comments: \_\_\_\_\_