



www.aikencountysc.gov

Aiken County
Planning and Development Department
1930 University Parkway, Suite 2800
Aiken, SC 29801
(803) 642-1520

SIGN FACE CHANGE

Changing the face of an existing sign requires Planning and Development's approval. The following information concerns Planning and Development's approval. If you are re-occupying an existing commercial site, you may also be required to obtain a building permit and/or approval from the Zoning Planner. Contact the County Building Codes Division at (803) 642-1518 to inquire if you need a building permit. Contact the Planning and Development Department at (803) 642-1520 to inquire if you need to obtain approval from the Zoning Planner.

To determine if a sign face change requires zoning approval, the attached sign face change form must be completed.

There are five sections to the sign change form. You will need to complete the general information section at the top; you will also need to complete the sections labeled "Previous Use" and "Proposed Use"; and finally, you will need to complete the section concerning City of Aiken amenities. Planning and Development will complete the section labeled "Office Use Only".

Previous Use

You will need to indicate the wording on the existing sign and indicate the type of business that was at the location.

Proposed Use

You will need to indicate the proposed type of business and indicate the proposed wording on the new sign face.



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SIGN FACE CHANGE APPLICATION

Applicant Name: _____ Date: _____

Physical Location of Sign: _____

Zoning: _____

Tax Parcel #: _____

Phone Number: _____

E-mail: _____

Previous Use

Previous Sign Face Wording: _____

Type of Business: _____

Proposed Use

Proposed Sign Face Wording: _____

Proposed Business: _____

Does this property use City of Aiken water and/or sewer? Yes No

Office Use Only

Approved Date: _____

Conditions:

Denied Date: _____

Reasons:

Rhonda C Connelly, Planner I
Aiken County Planning and Development