

Greenville County Sign Submittal Policy

The following Sign Submittal Policy (“Policy”) is established by the Greenville County Codes Administrator. It applies to applications for, issuance and denial of, and conditions pertaining to sign permits and is established by the Greenville County Codes Administrator as directed in the Greenville County Sign Ordinance, Chapter 19: Sign Regulations, Article 4: Administration and Enforcement, Section 4.2.2 of the Greenville County Code.

I. Application for a sign permit.

- (a) *Application.* An applicant for a sign permit shall submit to the office of the Codes Administrator a completed application made on a form provided by the Codes Administrator. The application shall be signed by the applicant and shall be notarized. An application shall be considered complete when it contains the information and/or items required in this subsection (a):
- (1) The applicant’s name, address, and phone number.
 - (2) The name, address, and phone number of the owner of the sign.
 - (3) The name and address of the owner of the property on which the sign is to be erected, and the zoning district and tax map number for the property.
 - (4) If the applicant does not own the property, the owner’s written authorization for the applicant to seek a permit to erect the sign described in the application.
 - (5) A copy of the certificate of occupancy issued for the property on which the sign is to be erected.
 - (6) A master site plan sketch showing the proposed placement of the sign with respect to property lines, buildings, parking areas, driveways and any entrance island(s), and other improvements of the property. The sketch must also show the location and size of all existing signs on site. The sketch must also show the setbacks and separation distances for the sign.
 - (7) A statement of the type of sign to be erected.
 - (8) A drawing of the proposed sign showing the sign, sign face, sign copy area, and shape, design, height, and dimensions of the various sign elements.
 - (9) A description of any illumination for the sign, including type of illumination and area of sign to be illuminated.
 - (10) The value of the sign and any sign structure.
 - (11) A description of the materials and construction for the sign, showing that the sign and any sign structure complies with the building code and wind load requirements.
- (b) The information provided pursuant to subsection (a) shall be supplemented in writing by personal delivery to the office of the Codes Administrator or by certified mail, return receipt requested, to the Codes Administrator within ten (10) working days of a change of circumstances which would render the information originally submitted false or incomplete.

II. Issuance of a sign permit.

- (a) Within thirty (30) days of the filing of a completed sign permit application, the Codes Administrator, or his or her designee, shall either issue a sign permit to the applicant or issue a written notice of intent to deny a sign permit to the applicant. The Codes Administrator, or his or her designee, shall issue a sign permit unless:
 - (1) The applicant has failed to provide information required by this Policy for issuance of a sign permit or has falsely answered a question or request for information on the application form.
 - (2) The application fee required by the fee schedule established by the Greenville County Administrator has not been paid.
 - (3) The applicant or the owner of the sign does not have a proper building or zoning permit for the activity or land use actually occurring on the property.
 - (4) The sign is located, or proposed to be located, at an establishment, land use, or business operated in violation of, or in noncompliance with, its certificate of use and occupancy.
 - (5) The permit sought is for a sign at an establishment, land use, or business that is located, or seeking to locate, in a place where such establishment, land use, or business is prohibited under the Greenville County Code.
 - (6) The sign is prohibited under Article 7 (“Prohibited Signs”) of the Greenville County Sign Ordinance.
 - (7) The sign does not comply with the locational or dimensional standards in the Greenville County Sign Ordinance that govern the sign.
 - (8) The sign or sign structure does not comply with applicable building codes or wind load requirements.
- (b) *Sign Permit Denial.* When the Codes Administrator issues a written notice of intent to deny a sign permit, the Codes Administrator shall immediately send such notice, which shall include the specific grounds under this Policy for such action, to the applicant (respondent) by personal delivery or certified mail. The notice shall be directed to the most current business address or other mailing address on file with the Codes Administrator for the respondent. The notice shall also set forth the following: The respondent shall have ten (10) days after the delivery of the written notice to submit, at the office of the Codes Administrator, a written request for a hearing. If the respondent does not request a hearing within said ten (10) days, the Codes Administrator’s written notice shall become a final decision on the eleventh (11th) day after it is issued.

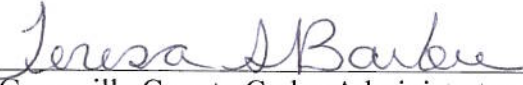
III. Appeal from sign permit denial.

- (a) If the applicant (respondent) timely submits a written request for a hearing in accord with Policy II.(b) above, then the Codes Administrator shall, within ten (10) days after the submission of the request, send a notice to the respondent indicating the date, time, and place of the hearing. The hearing shall be conducted not less than ten (10) days nor more

than twenty (20) days after the date that the hearing notice is issued. The County shall provide for the hearing to be transcribed.

- (b) At the hearing, the respondent shall have the opportunity to present all relevant arguments and to be represented by counsel, present evidence and witnesses on his or her behalf, and cross-examine any of the Codes Administrator's witnesses. The Codes Administrator shall also be represented by counsel, and shall bear the burden of proving the grounds for denying the sign permit. The hearing shall take no longer than one (1) day, unless extended at the request of the respondent to meet the requirements of due process and proper administration of justice. The Hearing Officer¹ shall issue a final written decision, including specific reasons for the decision pursuant to this Policy and the Greenville County Sign Ordinance, to the respondent within five (5) days after the hearing.
- (c) If the decision is to deny the sign permit, the decision shall advise the respondent of the right to appeal such decision to a court of competent jurisdiction, and the decision shall not become effective until the thirtieth (30th) day after it is rendered. If the Hearing Officer's decision finds that no grounds exist for denial of the sign permit, the Hearing Officer shall direct the Codes Administrator to issue the sign permit within ten (10) days of the issuance of the Hearing Officer's decision.
- (d) If any court action challenging a licensing decision is initiated, the County shall consent to expedited briefing and/or disposition of the action, shall comply with any expedited schedule set by the court, and shall facilitate prompt judicial review of the proceedings.

It is so established.



Greenville County Codes Administrator
June 12, 2018

¹ Hearing Officer means an attorney, not an employee of the County, who is licensed to practice law in South Carolina, and retained to serve as an independent tribunal to conduct hearings under this Policy.