TOWN OF HILTON HEAD ISLAND
SIGN REVIEW CHECKLIST: CONSTRUCTION OR PROJECT SIGN

SIGN PERMIT #:		**DATE SUBMITTED:**	
COMPANY OR PROJECT NAME:		**DATE REVIEWED:**	
ADDRESS:		**SUBMITTAL#:**	

REQUIRED INFORMATION & MATERIALS

APPLICATION FORM

REQUIRED INFORMATION	Yes	No	Comments & Questions
Town of Hilton Head Island Business License numbers are provided for the business, the property owner, the designer/agent, and the sign installer. Contact the Community Development Information Center at 843-341-4757 for information.			
The number of each type of sign is noted.			
The number of faces for each type of sign is noted.			
Yes or No is checked after "Are there recorded private covenants and/or restrictions…"			
The application is signed and dated.			

APPLICATION MATERIALS

REQUIRED MATERIALS	Yes	No	Comments & Questions
A color rendering or photo of the proposed sign with all required information. See requirements below.			
A photo of the location of the proposed sign *without the proposed sign.*			
Photos of the location of the proposed sign with the sign superimposed to scale on the photos. • Provide photos close to the location, showing relevant details such as drive aisles, sidewalks, trees, etc. • Provide photos further away from the location, showing much of the surrounding area as possible.			
An aerial photo, site plan, or sketch to scale *showing property lines* and the location of the sign. Note: Signs cannot be located off-premises.			

DESIGN REVIEW

RENDERING – MATERIALS				
REQUIRED INFORMATION & DESIGN STANDARDS	**Yes**	**No**	**N/A**	**Comments & Questions**
Sign panel material, e.g. "0.5 inch thick HDU". Note: To maintain the sign's rigidity, the panel must be at least 0.25 inch thick.				
Post material, e.g. "4 inch by 4 inch posts".				

RENDERING – DIMENSIONS				
REQUIRED INFORMATION & DESIGN STANDARDS	**Yes**	**No**	**N/A**	**Comments & Questions**
Panel height and width. Note: The panel can be no larger than 20 square feet.				
The panel is square or rectangular.				
Letter and number heights.				
Logo and photo dimensions, if applicable.				
Overall sign height. Note: Sign height is limited to 8 feet.				
Distance from the bottom of the sign panel to the ground. Note: Cannot exceed 4 ft.				

RENDERING – DESIGN				
REQUIRED INFORMATION & DESIGN STANDARDS	**Yes**	**No**	**N/A**	**Comments & Questions**
Text is limited to words that reasonably convey the project and contact information.				
The number of fonts does not make the sign look busy.				
The logo and/or photo are well-integrated into the design.				
The rendering shows how where posts connect to the sign panel, e.g. the posts are on either side of the panel, the posts are behind the panel, etc.				

RENDERING – COLORS				
REQUIRED INFORMATION & DESIGN STANDARDS	**Yes**	**No**	**N/A**	**Comments & Questions**
Every color, including vinyl, used is identified by manufacturer name and number, e.g. "SW 6112 Biscuit", "3M 130 Egg Shell". Pantone colors for print vinyl only.				
Background colors are earth tones: green, brown, beige, and grey.				
Subdued shades of color are used.				
There isn't a harsh contrast between adjacent colors.				
To reduce contrast, off-white is used instead of white.				
The number of colors does not make the sign busy.				

LIGHTING				
REQUIRED INFORMATION & DESIGN STANDARDS	**Yes**	**No**	**N/A**	**Comments & Questions**
The rendering states the sign(s) will not be illuminated.				

LOCATION				
REQUIRED INFORMATION & DESIGN STANDARDS	**Yes**	**No**	**N/A**	**Comments & Questions**
The proposed sign will be located on-premises.				
Only one construction or project sign will be displayed per street front of the parcel.				