TOWN OF HILTON HEAD ISLAND
SIGN REVIEW CHECKLIST: TENANT PANEL ON A FREESTANDING SIGN

SIGN PERMIT #:		**DATE SUBMITTED:**	
BUSINESS 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.			
New or Alteration is checked.			
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	N/A	Comments & Questions
A color rendering or photo of the proposed sign with all required information. See 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 sign, showing details such as existing tenant panels. • Provide photos further away from the sign, showing as much of the area surrounding the sign as possible.				
A copy of any applicable Private ARB or POA approval. If ARB or POA has not yet been obtained, a copy of the ARB or POA approval must be submitted prior to the approval of the application.				

DESIGN REVIEW

RENDERING – MATERIALS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Sign panel material and thickness, e.g. "1 inch thick HDU panel".				
The material matches the thickness of the other tenant panels.				

RENDERING – DIMENSIONS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Panel height & width.				
Panel depth, e.g. "1 inch thick HDU", if applicable.				
Letter heights.				
Logo dimensions, if applicable.				
Border width, e.g. "1 inch wide border", if applicable.				
How the sign is dimensional, e.g. "Text and border are raised" or "Text and border are recessed", if applicable.				
Depth of blast or routing, if applicable. The minimum required depth is 0.25 inch.				
All dimensions match the other tenant panels.				

RENDERING – DESIGN

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Text is limited to words that reasonably identify the business or location.				
The number of fonts does not make the sign look busy.				
The logo is well-integrated into the design.				
If a ®, ©, or similar elements are required, the color matches the sign background or building color.				
Rendering includes a description or photo of the background texture of the sign, e.g. "Wood grain".				
The background texture matches the texture of the other tenant panels on the sign.				

RENDERING – COLORS

REQUIRED INFORMATION & DESIGN STANDARDS	Yes	No	N/A	Comments & Questions
Every color used is identified by manufacturer name and number , e.g. "SW 6112 Biscuit", "BM OC-95 Navajo White". Pantone colors are not used.				
The proposed colors match the colors used on the other tenant panels on the sign.				