



Sumter City-County Planning Commission

P.O. Box 1449, Sumter, SC 29151

(803) 774-1660



APPLICATION FOR DESIGN REVIEW BOARD APPROVAL

Hampton Park Historic District

Downtown Design District

Swan Lake Overlay District

PART 1 – APPLICANT INFORMATION

Applicant Name: _____ Email: _____
Phone: _____

Applicant Address: _____
Street

City State ZIP

Property Owner Name: _____ Email: _____
Phone: _____

Property Owner Address: _____
Street

City State ZIP

PART 2 – PROPERTY INFORMATION

Tax Map Number: _____ Parcel Size(s): _____

Property Location: _____
(Address)

Present Zoning: _____ Present Use of Property: _____

Use of Adjacent Property: North: _____ East: _____
South: _____ West: _____

Description of Proposed Design:

(Please attach additional pages and/or graphics as needed)

Is this tract/parcel restricted by any covenant contrary to, conflicts with, or prohibits that activity described in this application? Yes No

Additional Remarks:

[Form continues on second page]



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PART 3 – SIGN INFORMATION *(If Applicable)*

1. Where on the building will the sign(s) be located?

2. What are the sign's dimensions?

3. What materials will the sign(s) be made of? (i.e. wood, metal, acrylic)

4. What font type will be used for the text on the sign face(s)? (Serif font is generally required)

5. How large will the sign letters be? (sign guidelines generally require letter size not to exceed 24 inches in height)

Please include a color rendering of the proposed signage and a photo showing where the proposed sign is to be located on the building or site

PART 4 – CERTIFICATION

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable City and/or County Ordinances and State Laws related to land development. I am the property owner, or have received the owner's written authorization to act as his/her agent regarding this matter. I understand that falsifying any information herein may result in nullification of this request and/or appropriate legal remedies.

Applicant Name Signature Date

Property Owner or Authorized Agent Name *(if different from Applicant)* Signature Date

TO QUALIFY AS A COMPLETE APPLICATION, THE FOLLOWING REQUIREMENTS APPLY:

- Complete application form and attachments must be submitted at least 22 days prior to the next scheduled Committee Meeting
- A site plan and/or design proposal must be included with the application.
- The required fee of \$100 must be included via cash or check (make checks payable to "City of Sumter")

OFFICE USE:

Date Fee Paid _____ Amount Paid _____
Received by _____ Meeting Date _____