



## SIGN PERMIT APPLICATION

Permit No: \_\_\_\_\_ Decal No: \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

### BUSINESS OWNER

Business Name		Business License Number		
Business Owner or Manager		Phone		
Business Address	City	State	Zip	
Business Mailing Address (If other than above)	City	State	Zip	
Phone	Fax			

### PROPERTY OWNER

Property Owner	Phone		
Property Owner Address	City	State	Zip

### SIGN LOCATION/DESCRIPTION

Address where sign will be located \_\_\_\_\_

Name of Center where sign will be located \_\_\_\_\_

Zoning District	Land Lot
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<p style="text-align: center;"><b>New Sign Information</b></p> <p>( ) Permanent ( ) Temporary ( ) Wall          ( ) JD-Monument ( ) Freestanding          Other: _____          Height above grade: _____          Material: _____          Sign Dimensions: _____ Area: _____          Beginning Date: _____ Ending Date: _____          Ground Sign Setback from ROW: _____          Lettering _____</p>	<p style="text-align: center;"><b>Existing Sign Information</b></p> <p>( ) None ( ) Permanent ( ) Temporary          ( ) Wall ( ) ID-Monument ( ) Freestanding          Other: _____          Height above grade: _____          Sign Dimensions: _____ Area: _____          Lettering: _____  <i>If more, please list on the back of application.</i>  <b>Please provide photographs of all existing signs</b></p>
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<b><u>SIGN CONTRACTOR</u></b>	Business License Number
Sign contractor Name / Company	Contractor Phone #
Address of Sign Contractor	City State Zip
Will contractor install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Property owner's permission to install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No

**APPLICANT SIGNATURE**  
*I hereby certify that all information provided herein is true and correct.*

Applicant Signature: Business Owner or Owner's Representative \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*STAFF ONLY*

Approved By: \_\_\_\_\_ Denied By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

BUSINESS INFORMATION

SIGN DESCRIPTION

AFFIDAVIT

## REQUIREMENTS

One (1) application for each individual sign must be completed and submitted with the required information and material. Two (2) completed packages must be submitted per each sign application.

For signs located in a **Chattahoochee Hills Overlay District**, eight (8) copies of the appropriate material, listed as follows, must be submitted. For signs requiring the submittal of a site plan, submit one full size and eight (8) 11" x 17".

### **Ground Signs: ID Monument, Free Standings Sign**

1. Site plan to scale, showing north arrow, boundaries of property and road names, buffers and landscape strips, building and parking areas, name of project, street address, Land Lot and District, and dimension of sign setback from Right-Of-Way (ROW).
2. Front and side elevation(s) of sign with dimensions, to scale.
3. Drawing of proposed sign area, with calculation, to scale.
4. Pictures of all existing sign(s) referring to the business if applicable.
5. Indicate sign material and color.
6. Indicate whether illuminations (Direct or Indirect).

### **Wall Signs**

1. Building elevation with dimension (not including the roof), to scale.
2. Front and side elevation(s) of sign with dimensions, to scale.
3. Drawing of proposed sign, with dimensions & calculations, to scale.
4. Pictures of all existing sign(s) referring to the business if applicable.
5. Indicate sign material and color (no exposed neon).

### **Temporary**

1. Drawing of proposed sign.