

SIGN REVIEW APPLICATION FORM

FEE: \$20.00

****After approval of this form, a Sign Permit is required from the Building Inspections Department prior to installation of the sign****

SIGNAGE ADDRESS: _____

For Staff Use:

PLAN #: SIGN - _____ - _____ - _____

BUSINESS NAME: _____

Building/Suite #: _____

Applicant: _____

Contact Person: _____

Address: _____

Business Phone #: _____

Phone #: _____

Business Email: _____

Email: _____

Property Owner (if different from Applicant): _____

Business Address: _____ Business Phone #: _____

All sign permit applications must be submitted by an individual with 51 or more percent ownership of subject property, or his legal agent.

Please provide the following information for the proposed signage at the above listed address:

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this temporary signage? If yes, state how long sign will be displayed: From _____ to _____ (15 days maximum, consecutive)
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Has zoning compliance been issued for the business, land use or structure where the proposed sign is to be placed?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the sign to be used by a single tenant of a shopping center, office building, or other multi-tenant property?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the proposed sign to be used at a property or structure containing only one tenant or business?

<p>FOR ALL SIGNS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An image or drawing of the proposed sign, including sign structure and dimensions <input type="checkbox"/> All existing signs with dimensions for each <input type="checkbox"/> Proposed signage location <p>FOR WALL SIGNS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scaled drawing of building elevation <input type="checkbox"/> Location of existing wall signs, to scale <input type="checkbox"/> Location of proposed wall sign, to scale 	<p>FOR GROUND SIGNS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan at a standard scale with dimensions in feet <input type="checkbox"/> Property boundary lines <input type="checkbox"/> Location of parking & drives <input type="checkbox"/> All roads adjacent to the property <input type="checkbox"/> All existing structures <input type="checkbox"/> Distance between proposed signs and lot lines <input type="checkbox"/> Sign setbacks <input type="checkbox"/> Sign height <input type="checkbox"/> Existing trees
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	Sign Type (wall, ground, projecting, billboard)	Status (existing/proposed)	Signable Wall Face Area in Square Feet (if wall sign)	Size in Square Feet (width x height)	Height in Feet (if freestanding)
1					
2					
3					
4					
5					
WALL TOTAL:		GROUND TOTAL:		TEMPORARY TOTAL:	
TOTAL WALL ALLOWED BY ZONE		TOTAL GROUND ALLOWED BY ZONE		TOTAL TEMPORARY ALLOWED BY ZONE	

The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

Applicant's Signature: _____ **Date:** _____

Authorization by Owner (if applicable): _____ **Date:** _____

