



SIGN PERMIT APPLICATION

Date: _____ Permit # _____
 PIN# _____ Decal# _____ Total Permit Fees \$ _____
 Case# _____ Overlay _____

Zoning Classification: _____

****NOTE:** This form was last revised for use after October 3, 2007. **Only** this form may be used to acquire a permit subsequent to that date.**

TO ENSURE THAT YOUR APPLICATION WILL BE PROCESSED, ALL APPLICABLE INFORMATION MUST BE PROVIDED:

Check one: Multi-Business Development _____ Single Tenant Suite _____ Residential Development _____

Property Owner(s) of Record: _____ Phone: _____ Affidavit Provided? [] Yes [] No

Site Address _____ City: _____ Zip: _____ Suite No. _____

Tenant Finish MUST Provide Tenant or Occupant's Name or Title: _____

Subdivision or Project Name _____ Unit/Phase No. _____ LDP# _____

Describe Purpose of Sign: _____

SIGN CONTRACTOR:

Business Name _____ Telephone No. _____

Address _____ City _____ State _____ Zip _____

Fax No. _____ E-mail _____ Alternate Phone No. _____

Business License No. _____ County/City _____ State Contractor's License No. _____

APPLICANT/CONTACT PERSON _____ Telephone No. _____

Address _____ City _____ State _____

Alternate Phone _____ Fax No. _____ E-mail Address _____

SIGN INFORMATION

"All signs shall be set back at least ten (10) feet from the right-of-way or twenty (20) feet from the edge of pavement, if a private street. If on a public street, all signs must be located behind required setback lines, buffers, landscape strip or other required improvements along the right-of-way. All free-standing and monument type signs shall have and display the assigned street number, with lettering of a minimum 4" high along major collectors and 3" high along minor collectors. A permit does not create a vested right to maintain any sign which violates any terms of Article 33 of the City of South Fulton Zoning Code or any other law. A permit issued based on false information and/or in violation of Article 33 or Article 12 of the City of South Fulton Zoning Code is void."

New Sign Information: [] Permanent [] Temporary

[] Wall Sign [] ID Monument [] Freestanding

Other type: _____

Height Above Grade: _____

Material: _____ Sign Dimensions: _____

Beginning Date: _____ Ending Date: _____

Message: _____

*Ground sign: Setback from right-of-way: _____

*Wall sign: Area of face of Building: _____

[] No Existing Sign(s) on site at this time.

Existing Sign Information: [] Permanent [] Temporary

[] Wall Sign [] ID Monument [] Freestanding

Other type: _____

Height Above Grade: _____

Material: _____ Sign Dimensions: _____

Beginning Date: _____ Ending Date: _____

Message: _____

*Ground sign: Setback from right-of-way: _____

*Wall sign: Area of face of Building: _____

APPLICANT'S CERTIFICATION

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing signs and that this permit is being issued to the owner or an owner's agent, and that no one other than the owner or licensed subcontractors to the owner can perform work under this permit.

Applicant's Signature _____ Date _____

Sworn and Attested before me this _____ day of _____, 20____.

 Notary Public (Seal)

APPROVED: _____ Date: _____

APPLICATION IS NOT COMPLETE UNLESS SIGNED AND NOTORIZED



CITY OF SOUTH FULTON
THE DEPARTMENT OF
ENVIRONMENT AND COMMUNITY DEVELOPMENT
**MINIMUM SIGN PERMIT APPLICATION
REQUIREMENTS**
www.cityofsouthfultonga.gov

Sign Permit Application Package* shall consist of:

- One Completed application form for each sign, signed **and** notarized, form **must** be completed with **all** the required information
- One Completed Owner's Affidavit, signed and notarized
- One Site Plan drawn to scale, no larger than 11"X17" in size, showing property boundaries with geographic information (survey) and graphically depicting the sign in the location proposed, with dimensions and geographic information from all boundary lines to the sign, and showing all other improvements on the site; including, but not limited to buildings, parking lots, landscape strips, buffers, easements, setback limits, north arrow, name of street, street address, Land Lot and District, etc.,
AND,

For Ground Signs: ID Monuments, Free Standing Signs

- Front and side elevation(s) of sign with dimensions
- Drawing of proposed sign area, with calculations
- Picture of all existing sign(s) referring to the business, if applicable
- Indicate sign material and color
- Indicate whether illumination is (Direct) or (Indirect)

For Wall Signs:

- Building elevation with dimension (not including the roof)
- Front and side elevation(s) of sign with dimensions
- Drawing of proposed signs, with dimensions and calculations
- Pictures of existing sig(s) referring to the business, if applicable
- Indicate sign material and color (no exposed neon)

For Temporary Signs:

- Site plan as described above is **not** required
- Sign Contractor information is **not** required
- Drawing of proposed sign with dimensions **is** required

* A minimum of two (2) completed packages, per each sign application required

Last revised: 1/31/2008

APPLICATION IS NOT COMPLETE UNLESS SIGNED AND NOTORIZED



Sign Permit No. _____

Parcel Identification No: _____

OWNER'S AFFIDAVIT FOR SIGN PERMITS

This form must be completed in its entirety to obtain any permit for these purposes.

Pursuant to the City of South Fulton Zoning Code, Article 33, Section 8, applications for a Sign Permit must include written, notarized, permission from the owner of the property, also known as Lot, upon which the sign is proposed, including a 24-hour contact telephone number for the property owner, along with an application and site plan and any required additional attachments for said Permit.

In addition, the owner and applicant must ensure and commit to **compliance with the standards** established by the City of South Fulton Zoning Code, for the specific application being filed.

Location of Subject Property:

Address: _____

City: _____ ST: _____ Zip Code: _____

I hereby certify, under oath, that I am the Owner, the Executor or Attorney-in fact under a Power of Attorney for the Owner (attach a copy of the Power of Attorney), of the property described above and that in attaching a signature hereupon, as the Owner, I do grant permission to

_____ (Contractor/Lessee/Operator) to install

_____ (type of sign) which shall not exceed

_____ feet in height, as measured from the lowest point in elevation of the ground below said sign

to the top of the structure, being _____ feet wide and _____ feet long, equaling

_____ square feet of signage, in the location shown on the attached site plan graphically

representing the sign, identifying the location with specific dimensions and geographic calls of each property

line in addition to the dimensions and geographic calls of the relationship of the graphic depiction of the sign

to each identified property line of the whole tract of land, and that a true and proper agreement has been

entered into with the Contractor/Lessee/Operator listed above which allows the Applicant to conduct regular

maintenance on said sign from _____ (date) to _____ (date) as may be required by either

party of said agreement and/or by City of South Fulton.

Further, I do hereby certify, under oath, that the Applicant has been made aware of and will comply with ALL of the standards and requirements Zoning Ordinance of City of South Fulton, in particular Article 33, Signs.

TYPE OR PRINT:

Name of Owner: _____

Address: _____ City: _____ ST: _____ Zip Code: _____

24-HOUR CONTACT PHONE NUMBER: _____ phone/cell/pager(circle one)

OWNER'S SIGNATURE: _____

Sworn and Attested before me this _____ day of _____, 20____.

Notary Public

APPLICATION IS NOT COMPLETE UNLESS SIGNED AND NOTORIZED