



Sign Permit Application

Any applicant wishing to erect signage must complete the following form. Partial payment according to the following scale shall be provided at the time of submittal for sign review. Full payment is required prior to issuance and display of signage. The fee is non-refundable after issuance of the sign permit. **A property owner's affidavit must be submitted with sign application. Any application submitted without the owner's affidavit is incomplete and subject to denial.** It's the responsibility of the applicant to provide sign renderings scaled to dimension, supporting documents, and any additional information that may be requested by the City of Stonecrest staff that's necessary to adequately perform a thorough review to render an approval/denial for a sign application.

FREE STANDING SIGN SUBMITTAL REQUIREMENTS

Applications for sign permits shall be filed by the sign owner or the owner's agent.

- I. The street address of the property upon which sign is to be located and a scaled site plan of the property which bears a marking for indication of the proposed location of the sign.
- II. The name and address of the owner of the real property upon which the subject sign is to be located.
- III. Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign; application is subject to *denial and loss of partial payment* without the property owner's signature and consent.
- IV. Name, address, phone number, and copy of occupational tax certificate of the sign contractor
- V. The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- VI. An application is required for each sign proposed (*application per sign*)
- VII. The payment in full prior to issuance of sign permit
- VIII. Applications for ground signs shall include scaled drawing of the property to include a closed boundary survey or civil site plan to show existing conditions of the land with the proposed location of subject sign illustrating setback distance from the property entrance driveways, public streets, street rights-of-way, and public or private easements.

WALL & CANOPY SIGN SUBMITTAL REQUIREMENTS:

- I. A scaled building elevation with dimensions of building and/or tenant space width & height.
- II. A scaled sign rendering with details for sign type, lettering, internal illumination (UL), and proposed color scheme of sign. and scaled elevation of the size of the proposed sign.
- III. A building elevation with proposed sign scaled to dimension imposed on building wall illustrating scaled dimension of the signs square foot area per sign, and the aggregate square foot area if there is more than one (1) sign face shall be provided by the applicant.
- IV. The owner(s) of the property, or his/her agent, must sign-off on the application, granting the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The application CANNOT be accepted without the property owner's signature and consent.

ADDITIONAL INFORMATION

- The applicant shall apply for all other permits or licenses required by city ordinances and state laws and regulations. Obtaining a sign permit does not exempt the permit holder from obtaining and complying with all other permits required for the sign structure.
- Each application shall contain an agreement to indemnify and save the city harmless of all damage, demands or expenses of every character which may in any manner be caused by the sign or sign structure. Each applicant shall present to the department, upon request, a certificate of liability insurance prior to the issuance of a sign permit.

Zoning Schedule of Fees

PERMIT TYPE	PERMIT SUBTYPE	FEE
Banner Permit		\$25.00
Wall Sign	Under 50 square feet	\$50.00
	50 to 100 square feet	\$75.00
	Over 100 square feet	\$100.00
Ground Sign	Under 50 square feet	\$100.00
	50 to 100 square feet	\$150.00
	Over 100 square feet	\$200.00
Directional Sign/Wayfinding Signs	General	\$100.00
Special Event Sign	Per sign	\$100.00
All Other Sign Permits		\$100.00



SIGN PERMIT TYPE					
	Banner		Ground/ Monument		Special Event
	Wall		Directional		Other

SIGN APPLICATION

DATE: ___/___/___

NOTE: This application is in accordance with Chapter 21 – SIGNS, [ARTICLE II. - ADMINISTRATION AND ENFORCEMENT](#), Sec. 21-23. – Permits and Sec. 21-24. **Application Information.** A link to [ARTICLE III. - REGULATIONS AND RESTRICTIONS](#) is provided to reference the minimum standards for signage displayed within the City of Stonecrest. See Table 21-72 (a) and Table 21-72(b). For more information contact Planning-Zoning.

Applicant Information	
Applicant's Name:	Email: _____ Phone: _____
Applicant's Address:	
Signature:	Site Address: _____

Contractor Information				
Sign Contractor:	Email: _____	Phone: _____		
Sign Contractor Address:	Signature: _____			
Business License Number:				
General Sign Information				
SIGN	Material	Size	UL	Fee
		_____ sq. ft.	# _____	\$ _____ .00

☐ RESIDENTIAL

☐ COMMERCIAL

SIGN DETAILS			
Canopy	Electrical	LED	
Parapet	Projecting	Suspended	
Shopping Center	Temporary	Window	
Sec. 21-75. - *Nonconforming signs. d) No structural repairs, or changes in shape, size or design, to any nonconforming sign shall be permitted except to make a nonconforming sign comply with all requirements of this chapter. Routine maintenance and changing of copy shall be permitted if such maintenance or changing of copy does not result in or change the shape, size, or design. Any change from a non-electronic format to an electronic format is considered a change in design and not permitted with respect to a nonconforming sign, unless the sign is brought fully into compliance with all requirements at the time of such change. Signs which are structurally unsound or present a hazard to person or property must be removed within two days upon notification by the city. * Nonconforming signs face change or maintenance will not be approved without proper documentation. For more information contact: planning-zoning@stonecrestga.gov			

Owner Information	
Property Owner Name:	Email: _____ Phone: _____
Property Owner Address:	
Signature:	

SIGN APPLICATION

OWNER'S AFFIDAVIT

This affidavit is given for the purpose of acknowledging that the undersigned, as the owner of the real property upon which the sign is to be located, the owner of the sign equipment and/or any and all parties who have a financial interest in the approval of the application ("Interested Person") that all such Interested Persons are on notice the sign for which this application has been submitted must meet the standards of the City of Stonecrest, Chapter 21 – Sign Code.

Personally appeared before the undersigned officer duly authorized by law to administer oaths, _____, who after first being duly sworn, states the following:

The Applicant agrees to accept sole responsibility to inform all Interested Persons that they are required to install a sign that meets the sign requirements of Chapter 21 – Sign Code whether such regulations are contained in the Zoning Code or other Interested Parties that it is their responsibility to understand the requirements of the regulations. By signing this Affidavit, I state that I am acting as an agent for all Interested Parties and with their specific approval. I understand and acknowledge that agent of all Interested Parties and that the City considers those people to be bound by my signature.

Property Owner

Agent

Notary