



SIGN PERMIT APPLICATION

Check One: Temporary Sign* Residential Sign Commercial Sign DDA Approval

*Note: Temporary Signs are only permitted for a period not to exceed 60 days. Sign must be removed for 30 before permitted for an additional 60 days. No additional temporary permit will be issued until 30 days after the expiration of the original permit. Temporary signage is only permitted 2 times per year per business. The permit holder is responsible for the prompt and complete removal of signs upon expiration of the permit.

Instructions:

A properly completed application to include all required supplemental documents and payment of fees are due at the time of submittal. Original signatures are required. Incomplete applications will not be accepted nor further processed.

Applicant Name: _____ **Date:** _____

Tax Map & Parcel #(s): _____

Physical Address where sign(s) will be displayed: _____

Checklist:

- 1. Completed Application Form to include Property Owner Affidavit _____
- 2. Documentation required as stated below for the application:

Temporary Signs (Sec. 17-903c & 17-806)

- List of the temporary signs to be placed on the property
- Mockup of each temporary sign detailing size, construction material, lettering, etc.
- Detail as to how sign will be anchored/installed on property
- Drawing showing proposed location of sign on property and relation to buildings, roadways, etc.
- Photo If replacing or new sign on existing pole or permanent sign structure (ex. Monument sign)
 - Placement of the sign (10' from the Right of Way & No obstruction to traffic/visibility)

Residential /Commercial Signs

- A drawing showing the location of all existing signs and sign structures currently on the property.
- If no existing signs are on property, please state none _____
- An itemized list and a drawing plan showing the location of all proposed signs to be located on the property and all existing signs proposed to be removed. _____
- A mockup (photo) with dimensions and specifications, specifying materials, illumination, character sizes, colors, and support systems for each proposed sign. __



- A mockup (photoshop) of new sign detailing size, type of material, lettering, and proposed location in relation to buildings, roadways, etc.

- The estimated cost of construction for each proposed sign. _____



PROPERTY INFORMATION:

TAX MAP & PARCEL #(S): _____

ADDRESS OF PROPERTY: _____

DESCRIPTION OF PROPOSED PROJECT:

TEMPORARY SIGNS:

- | | | |
|--|--|--|
| <input type="checkbox"/> Air/Gas Filled Figure | <input type="checkbox"/> Feather / Blade Banner Sign | <input type="checkbox"/> Portable Sign |
| <input type="checkbox"/> Balloon | <input type="checkbox"/> Festoons | <input type="checkbox"/> Streamers |
| <input type="checkbox"/> Banner Sign (Temporary Sign Only) | <input type="checkbox"/> Inflatable | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Flags (non-USA) | <input type="checkbox"/> Pennants | |

RESIDENTIAL / COMMERCIAL SIGNS

- | | | |
|--|--|--|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Interstate Sign (Billboard) | <input type="checkbox"/> Pole Sign |
| <input type="checkbox"/> Building Sign | <input type="checkbox"/> Mansard Sign | <input type="checkbox"/> Project Entrance Sign |
| <input type="checkbox"/> Canopy: Attached or Freestanding (circle one) | <input type="checkbox"/> Marquee Sign | <input type="checkbox"/> Roof Sign |
| <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Monument Sign | <input type="checkbox"/> Wall Sign |
| <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Parapet Sign | <input type="checkbox"/> Window Sign |

ILLUMINATION

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Internally Lit | <input type="checkbox"/> Externally Lit | <input type="checkbox"/> Backlit |
| <input type="checkbox"/> No Illumination | | |



OWNER/APPLICANT/AGENT INFORMATION:

APPLICANT / ATTORNEY / AGENT INFORMATION:

Check One: Applicant Attorney Agent

Name: _____

Address: _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____

PROPERTY OWNER INFORMATION:

*If more than one property owner, add additional pages as needed for each property owner. *

Property Owner Name: _____

Mailing Address (if different from above): _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____

Property Owner Name: _____

Mailing Address (if different from above): _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____



PROPERTY OWNER'S CERTIFICATION: _____

*Signature page required for each/every owner. *

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Jackson County, Georgia, of the property identified below, which is the subject of the attached application before the City of Commerce, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the application in request of the items indicated below.

I, _____, authorize, _____
(Property Owner) (Applicant)

to file for _____, at _____
(Type of Permit) (Address)

on this day _____ of _____, 20_____

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the City of Commerce Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner

Date

Type or Print Name

Notary Seal

Signature of Notary Public

Date