



## SIGN PERMIT APPLICATION

**Check One:**  Temporary Sign\*       Residential Sign       Commercial Sign

\*Note: Temporary Signs are only permitted for a period not to exceed 30 days. No additional temporary permit will be issued until 60 days after expiration of the original permit. No individual business in a planned commercial center shall be allowed to erect a temporary sign or be issued a temporary sign permit. 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)

- A.  List of the temporary signs to be placed on the property
- B.  Mockup of each temporary sign detailing size, construction material, lettering, etc.
- C.  Detail as to how sign will be anchored/installed on property
- D.  Site Plan showing proposed location of sign on property and relation to buildings, roadways, etc.
  - Placement of the sign (10' from the Right of Way & No obstruction to traffic/visibility)

### Residential /Commercial Signs

- A.  An itemized list and a keyed scaled site plan showing the location of all existing signs and sign structures currently on the property. \_\_\_\_\_
- B.  An itemized list and a keyed scaled site plan showing the location of all proposed signs to be located on the property and all existing signs proposed to be removed. \_\_\_\_\_
- C.  A scaled drawing with dimensions and specifications, specifying materials, illumination, character sizes, colors, and support systems for each proposed sign. \_\_\_\_\_
- D.  The estimated cost of construction for each proposed sign. \_\_\_\_\_
- E.  Site Plan showing proposed location of sign on property and relation to buildings, roadways, etc.
  - Placement of the sign (10' from the Right of Way & No obstruction to traffic/visibility)



**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"/> Penants                     |  |

**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:**

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**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