



**SIGN PERMIT APPLICATION**

*(All information must be completed before an application will be accepted)*

DATE of Application: \_\_\_\_\_

Application Review Fee: \_\_\_\_\_

check no. cash other

**\$25.00 APPLICATION REVIEW FEE IS DUE AT THE TIME OF SUBMITTAL**

*(No application will be accepted without receipt of review fee)*

Address of Sign: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Size of Parcel: \_\_\_\_\_

**Type of Sign as classified by City of Griffin Unified Development Code - Article 12:**

- Freestanding / Monument Sign *(Engineered Dwg. Req'd)*
- Building Sign
- Reface *(Ex. Business)*
- Billboard Sign *(Engineered Dwg. Req'd)*
- Standard Informational Sign
- Changeable Copy

**Zoning District of Sign Location:**

Tax Parcel No.: \_\_\_\_\_

- PCD
- PID
- CBD
- Other: \_\_\_\_\_

HPC *(Signage located within the Historic Downtown District shall submit a Certificate of Appropriateness application for review by City of Griffin Historic Preservation Committee, prior to the issuance of a sign permit)*

**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor Information:**

**Sign Company**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone : \_\_\_\_\_

Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Electrician (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone : \_\_\_\_\_

*(This must be completed for all illuminated signs; additional **ELECTRICAL PERMIT REQUIRED**)*

**Sign Dimensions**

	Quantity	Total Sign s.f.
Freestanding Sign: Overall Height = _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Freestanding Sign: Overall Height = _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Freestanding Sign: Overall Height = _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Building Sign: _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Building Sign: _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Building Sign: _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Other: _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Other: _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Other: _____ (Display Height:_____ x Width:_____ =_____ s.f.)	x _____ =	<input type="text"/>
Total Combined Proposed Sign Sq. Ft.:		<input type="text"/>

**Total Square Footage of Building Façade:** \_\_\_\_\_

**Supporting Documentation Required:**

For All Signs Except Freestanding Signs:

- a) Dimensioned rendering or photograph indicating height & width of each signable area
- b) An accurate dwg. showing the position of the sign in relation to nearby buildings or structures
- c) An accurate dwg. to indicate the material type & method of construction & attachment of the sign to a bldg.

Freestanding Signs:\*

- a) Dimensioned rendering or photograph indicating height & width of each signable area
- b) A site plan showing the exact location of the proposed sign(s) including the length of street frontage
- c) Detailed engineered drawing(s) to indicate construction method and material

(\*No signs shall be constructed, erected or maintained closer than ten (10) feet from the curb or pavement edge on streets with no curb and shall be installed completely on private property. No freestanding sign shall be erected within ten (10) feet of the nearest point of the public right-of-way at the intersection of two or more streets.)

**For office use only:**

Zoning District: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_ Size of Parcel: \_\_\_\_\_

Allowed \_\_\_\_\_ % of façade = \_\_\_\_\_ s.f. (Allowed \_\_\_\_\_ s.f. / Proposed \_\_\_\_\_ s.f.)

Type of Occupation Tax License:

- Approved to Issue / Permit Fee Due: \_\_\_\_\_  Commerical / Industrial Business  
 (Ck #: \_\_\_\_\_ Cash: \_\_\_\_\_ Other: \_\_\_\_\_)  Residential / Home Occupation

Denied to Issue Reason(s) for Denial: \_\_\_\_\_  
 \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Property Owner's Authorization:**

**This is to certify that:**

\_\_\_\_\_  
*Name of Applicant, Property Owner, or other Representative*

**The person identified above is the Owner or the Owner' Representative holding interest in the property that is located at \_\_\_\_\_.**  
*(Property Address for Sign Location)*

*By execution of this form by signature, authorization is given to the person identified as "Applicant" to act on behalf of the Owner, to submit and pursue an approval of the application as requested on the \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_.*

**Applicant:**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Signature of Owner's Representative

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Notary Signature

SEAL

\_\_\_\_\_  
Notary Printed Name

\_\_\_\_\_  
*Commission Expiration Date*