

## SIGN PERMIT APPLICATION CHECKLIST

**REQUIREMENTS:**

If more than one (1) sign is being requested, an application for each individual sign must be completed and submitted with the required information and material outlined below.

ITEM #	REQUIRED ITEM	# OF COPIES	CHECK √
<b>Ground Signs: ID Monument, Free Standing Sign</b>			
1.	Application	2	
2.	Site plan to scale, showing north arrow, boundaries of property and road names, buffers and landscape strips, building and parking areas, name of project, street address, Land Lot and District, and dimension of sign setback from Right-Of-Way (ROW).	1 full 1 11x17	
3.	Drawing of proposed sign area, with calculations, to scale.	2	
4.	Display street address on proposed sign (Address must be horizontal and not blocked by landscaping).		
5.	Pictures of all existing sign(s) referring to the business if applicable.	2	
6.	Indicate sign material and color.	2	
7.	Indicate whether illumination is (Direct or Indirect).	2	
<b>Walls Signs</b>			
1.	Application	2	
2.	Site plan to scale, showing north arrow, boundaries of property and road names, buffers and landscape strips, building and parking areas, name of project, street address, Land Lot and District, and dimension of sign setback from Right-Of-Way (ROW).	1 full 1 11x17	
3.	Building elevation with dimension (not including the roof), to scale.	2	
4.	Front and side elevation(s) of sign with dimensions, to scale.	2	
5.	Drawing of proposed sign, with dimensions & calculations, to scale.	2	
6.	Pictures of all existing sign(s) referring to the business if applicable	2	
7.	Indicate sign material and color (no exposed neon)	2	
<b>Temporary</b>			
1.	Application	2	
2.	Drawing of proposed sign (Banners in commercial zone: permitted 32 sq ft max. Other zoning district: permitted 24 sq ft max.)	2	



SANDY SPRINGS GEORGIA

SIGN PERMIT APPLICATION

Permit No: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Sign Location

Address where Sign Will be Located Suite City State ZIP

Business Name Phone Business License Number

New Sign Information

Temporary Freestanding Wall Other:

Sign Dimensions: Area: sq/ft Height above grade:

Material Freestanding Sign Setback from R.O.W.

Beginning Date: Ending Date:

Please provide information and photographs of all existing signs on this site.

Business Owner

Business Owner or Manager Phone Fax

Mailing Address (if other than above) City State ZIP

E-mail Address

Sign Contractor

Company Name Agent

Mailing Address City State ZIP

Phone Fax Business License Number

E-mail Address

Will Contractor install sign? Yes No Property owner's permission to install sign? Yes No

Applicant's Signature

I hereby certify that all information provided herein is true and correct. I am aware of Article 33: Signs and Advertising, and agree to comply with the City of Sandy Springs Zoning Ordinance.

Applicant Print Name E-mail Address

Applicant's Signature (Business Owner or Owner's Representative) Phone Date

Staff Only section with fields for Zoning, Land Lot, Rejected, Approved by, Zoning Case, District, Variance Case, Overlay District, Penalty, Denied by, Date.