



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 √
Ground Signs: ID Monument, Free Standing Sign			
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	
Walls Signs			
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	
Temporary			
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	



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

Zoning _____ Zoning Case _____ Variance Case (if applicable) _____

Land Lot _____ District _____ Overlay District Yes No

Rejected Yes Comments _____ Penalty Yes No

Approved by _____ Denied by _____ Date _____