

## ATHENS-CLARKE COUNTY PLANNING DEPARTMENT

**SIGN REVIEW APPLICATION**FEE: \$25.00 per sign (*cash/card/check – make check payable to ACC*)

\*\*After approval of this review, a Sign Permit is required from the Building Inspections Department prior to installation of the sign\*\*  
 Applications and all other submittal materials can be emailed to [Planningsubmittals@accgov.com](mailto:Planningsubmittals@accgov.com).

SIGNAGE ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

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

Business Phone #: \_\_\_\_\_

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

Business Email: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner (if different from Applicant): \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

*All sign permit applications must be submitted by an individual with 51 or more percent ownership of subject property, or his legal agent.***Please provide the following information for the proposed signage at the above listed address:**

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this temporary signage? If yes, state how long sign will be displayed: From _____ to _____ (15 days maximum, consecutive)
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Has zoning compliance been issued for the business, land use or structure where the proposed sign is to be placed?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the sign to be used by a single tenant of a shopping center, office building, or other multi-tenant property?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the proposed sign to be used at a property or structure containing only one tenant or business?

<b>FOR ALL SIGNS:</b>	<b>FOR GROUND SIGNS:</b>
<input type="checkbox"/> An image or drawing of the proposed sign, including sign structure and dimensions <input type="checkbox"/> All existing signs with dimensions for each <input type="checkbox"/> Proposed signage location	<input type="checkbox"/> Site plan at a standard scale with dimensions in feet <input type="checkbox"/> Property boundary lines <input type="checkbox"/> Location of parking & drives <input type="checkbox"/> All roads adjacent to the property <input type="checkbox"/> All existing structures <input type="checkbox"/> Distance between proposed signs and lot lines <input type="checkbox"/> Sign setbacks <input type="checkbox"/> Sign height <input type="checkbox"/> Existing trees
<b>FOR WALL SIGNS:</b>	
<input type="checkbox"/> Scaled drawing of building elevation <input type="checkbox"/> Location of existing wall signs, to scale <input type="checkbox"/> Location of proposed wall sign, to scale	

	Sign Type (wall, ground, projecting, billboard)	Status (existing/proposed)	Surface Area of Façade in Sq. Feet (if wall sign)	Size in Square Feet (width x height)	Height in Feet (if freestanding)
1					
2					
3					
4					
5					
<b>WALL TOTAL:</b>		<b>GROUND TOTAL:</b>		<b>TEMPORARY TOTAL:</b>	
<b>TOTAL WALL ALLOWED BY ZONE</b>		<b>TOTAL GROUND ALLOWED BY ZONE</b>		<b>TOTAL TEMPORARY ALLOWED BY ZONE</b>	

*The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.*

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER'S SIGNATURE (if applicable): \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR STAFF USE ONLY:**

<b>PLANNING DEPARTMENT</b>		
<b>Tax Map #s:</b>	_____	
<b>Zoning/Overlay:</b>	_____	
<b>Is Sign in Future ROW*:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Site Plan:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Building Elevations:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Sign Drawings:</b>	<input type="checkbox"/> Yes	
<b>Approved:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Received by/Date:</b>	_____	
<b>Comments:</b>	_____	
<b>PUBLIC WORKS DEPARTMENT</b>		
<b>Review Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Received by:</b>	_____	
<b>Approved by / date:</b>	_____	
<b>Comments:</b>	_____	

\*Notwithstanding any provisions in this chapter concerning the location of signs, signs shall be permitted in the future right-of-way only if the applicant acknowledges in writing that:

- (1) Athens-Clarke County shall not be financially responsible for any sign erected within the future right-of-way; and
- (2) The applicant waives all claims to compensation on the part of the sign owner should the acquisition of the future right-of-way become necessary by Athens-Clarke County.