

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.

SIGNAGE ADDRESS: _____

For Staff Use:

PLAN #: SIGN - _____ - _____ - _____

BUSINESS NAME: _____

Building/Suite #: _____

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?

FOR ALL SIGNS:

- ☐ An image or drawing of the proposed sign, including sign structure and dimensions
- ☐ All existing signs with dimensions for each
- ☐ Proposed signage location

FOR WALL SIGNS:

- ☐ Scaled drawing of building elevation
- ☐ Location of existing wall signs, to scale
- ☐ Location of proposed wall sign, to scale

FOR GROUND SIGNS:

- ☐ Site plan at a standard scale with dimensions in feet
- ☐ Property boundary lines
- ☐ Location of parking & drives
- ☐ All roads adjacent to the property
- ☐ All existing structures
- ☐ Distance between proposed signs and lot lines
- ☐ Sign setbacks
- ☐ Sign height
- ☐ Existing trees

	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					
WALL TOTAL:		GROUND TOTAL:		TEMPORARY TOTAL:	
TOTAL WALL ALLOWED BY ZONE		TOTAL GROUND ALLOWED BY ZONE		TOTAL TEMPORARY ALLOWED BY ZONE	

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:

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

*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.