

**BILLBOARD REVIEW APPLICATION**

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

\*\*After approval of this form, a Sign Permit is required from the Building Inspections Department prior to installation of the billboard\*\*

BILLBOARD ADDRESS: \_\_\_\_\_ For Staff Use:  
PLAN #: BB - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_BILLBOARD OWNER: \_\_\_\_\_ Building/Suite #: \_\_\_\_\_

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

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

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

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

Property Owner (if different from billboard owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please provide the following information for the proposed billboard at the above listed address:**

- An image or drawing of the proposed billboard, including the entire structure and dimensions
- The number of all existing billboard structures and faces within a linear mile of the proposed billboard location directly fronting or within 400 feet of the same street
- A professionally sealed property survey with the following information:
  - property boundary lines
  - proposed billboard location
  - location of parking & drives
  - all roads adjacent to the property
  - all existing structures
  - distance between proposed billboard and lot lines
  - utility and access easements
  - protected environmental areas
  - trees to be removed
  - topographic elevations at street and billboard location

Each Face	Status (existing/proposed)	Size in Square Feet (width x height)	Height in Feet (if freestanding)
1			
2			
3			
4			

*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.*

**The undersigned hereby acknowledges that they have read the billboard regulations in Athens-Clarke County Code Section 7-4-20 and understand that this application is in full compliance with the same.**

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

OWNERS'S SIGNATURE(if applicable): \_\_\_\_\_ DATE: \_\_\_\_\_

All billboard applications must be signed by an individual with 51 or more percent ownership of subject property, or their legal agent.

**FOR STAFF USE ONLY:**

**PLANNING DEPARTMENT**

**Tax Map #s:** \_\_\_\_\_

**Zoning/Overlay:** \_\_\_\_\_

**Is Sign in Future ROW:**  Yes  N/A

**Site Plan:**  Yes  N/A

**Building Elevations:**  Yes  N/A

**Sign Drawings:**  Yes

**Approved:**  Yes  No

**Received by/Date:** \_\_\_\_\_

**Comments:**  
\_\_\_\_\_

**PUBLIC WORKS DEPARTMENT**

**Review Required:**  Yes  No

**Received by:** \_\_\_\_\_

**Approved by / date:** \_\_\_\_\_

**Comments:**  
\_\_\_\_\_

**PUBLIC UTILITIES DEPARTMENT**

**Review Required:**  Yes  No

**Received by:** \_\_\_\_\_

**Approved by / date:** \_\_\_\_\_

**Comments:**  
\_\_\_\_\_