

SIGN PERMIT APPLICATION PROCEDURES

REQUIREMENTS

One (1) application for each individual sign must be completed and submitted with the required information and material. For signs requiring the submittal of a site plan, submit one full size and one 11" x 17".

Monument, Free Standing Sign

1. 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).
2. Front and side elevation(s) of sign with dimensions, to scale.
3. Drawing of proposed sign area, with calculations, to scale.
4. Pictures of all existing sign(s) referring to the business if applicable.
5. Indicate sign material and color(s).
6. Indicate whether illumination is interior or exterior.
7. Valid Occupation Tax License.
8. Letter of consent form the property owner.

Wall Sign

1. 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).
2. Building elevation with dimension (not including the roof), to scale.
3. Front and side elevation(s) of sign with dimensions, to scale.
4. Drawing of proposed sign, with dimensions & calculations, to scale.
5. Pictures of all existing sign(s) referring to the business if applicable.
6. Indicate whether illumination is interior or exterior.
7. Indicate sign material and color(s).
8. Valid Occupational Tax License.
9. Letter of consent form property owner.

Special Temporary (Banner)

1. Drawing of proposed sign.
2. Indicate banner material.
3. Indicate dates of display.
4. Valid Occupational Tax License.

HIGHWAY 29 OVERLAY DISTRICT

In an effort to preserve the historic downtown district's sense of time and place, and achieve the desired effect of charm and compatibility, signs in the Highway 29 Overlay District are required to have a historic design.

Permitted Signs: Awnings, A-Frame, Sandwich Board, Monument, Wall/Sign Board, Window, Projecting, Hanging, Suspended

Prohibited Signs: Electronic or Digital Billboards/Message Boards (LED), Feather Flag, Free Standing (Pole/Pylon)

PLANNED CENTERS

Buildings are units in a planned center must submit a master signage plan for the planned center. The master signage plan shall indicate how all signage will be consistent in: lighting, colors, fonts, building materials, location in relation to the primary building, and proportions

Sign permit applications are processed within 30 days of the actual receipt of a completed application and paid permit fees.

SIGN PERMIT APPLICATION

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 √
Monument, Free Standing Sign			
1.	Application	1	
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	
3.	Front and side elevation(s) of sign with dimensions, to scale.	1	
4.	Drawing of proposed sign area, with calculations, to scale.	1	
5.	Pictures of all existing sign(s) referring to the business if applicable.	1	
6.	Indicate sign material and color(s).	1	
7.	Indicate whether illumination is interior or exterior.	1	
8.	Valid Occupational Tax License	1	
9.	Letter of consent from property owner	1	
Walls Sign			
1.	Application	1	
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 7	
3.	Building elevation with dimension (not including the roof), to scale.	1	
4.	Front and side elevation(s) of sign with dimensions, to scale.	1	
5.	Drawing of proposed sign, with dimensions & calculations, to scale.	1	
6.	Pictures of all existing sign(s) referring to the business if applicable.	1	
7.	Indicate whether illumination is interior or exterior.	1	
8.	Indicate sign material and color(s)	1	
9.	Valid Occupational Tax License	1	
10.	Letter of consent from property owner	1	
Special Temporary (Banner)			
1.	Application	1	
2.	Picture/Drawing of proposed banner (Banners permitted size: 35 sq ft max.)	1	
3.	Indicate banner material	1	
4.	Indicate dates of display	1	
5.	Letter of consent from property owner	1	
6.	Valid Occupational Tax License	1	

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

Free Standing Monument Wall Special Temporary Other: _____

Highway 29 Overlay District Illuminated

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

Gross wall area: _____ Materials: _____ Sign setback from R.O.W. _____

Beginning Date: _____ Ending Date: _____

Business Owner

Business Owner or Manager _____ Phone _____ Fax _____

Mailing Address (if other than above) _____ City _____ State _____ ZIP _____

E-mail Address _____

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

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 Section 80-431: Regulated Signs, and agree to comply with the City of Fairburn 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 _____ Overlay District Yes No _____

Approved Denied by _____ Date _____

Comments _____