



Planning and Zoning Department
 2116 Stallings Street, NW
 Covington, Georgia 30014
 Phone: (770) 385-2020 Fax: (770) 385-2170

**NOVEMBER 2011
 SIGN PERMIT APPLICATION**
 (Code Section 16.48, Signs)

Sign Permit # _____
 Date Issued: _____

DEADLINES AND PROCEDURAL INFORMATION

Applicant may request a pre-application meeting with the Planning and Zoning Director prior to submittal of an application for a sign permit.

Upon denial of the application for a sign permit the applicant may appeal any decision as provided in section 16.12.250.D of this chapter. Appeals from a final decision on an administrative variance by an aggrieved party shall follow the appeals procedure of section 16.12.180.A.

****Incomplete Applications Will Not Be Accepted****

All sign permit applications are reviewed by the Planning and Zoning Department for completeness prior to being processed. It is the responsibility of applicant(s) to contact the Planning and Zoning Department for assistance with the application and/or request pre-submittal review prior to submitting a formal application.

I. CURRENT PROPERTY OWNER		
Name (Applicant or Individual)		
Mailing Address: (Street, City, State, Zip Code)		
Daytime Telephone: () ()	Fax: () ()	Email:

II. PROPERTY INFORMATION		
Property Address:		
Current Tenant:	Tax ID/Parcel Numbers:	Parcel Size (Acres):
The property is a business <input type="checkbox"/> home <input type="checkbox"/> apartment <input type="checkbox"/> other <input type="checkbox"/> If other, please explain.		

III. CONTRACTOR INFORMATION	
Contractor/Company:	
Contact Name:	Cell Phone:
Address: (Street, City, State, Zip Code)	
Telephone:	Fax:
Email:	

IV. SIGN INFORMATION
<p>PLEASE INDICATE THE TYPE OF SIGN YOU ARE REQUESTING: <input type="checkbox"/> Existing Conforming <input type="checkbox"/> Non-Conforming</p> <p><input type="checkbox"/> Monument <input type="checkbox"/> Banner <input type="checkbox"/> Canopy <input type="checkbox"/> Changeable Copy <input type="checkbox"/> Directional <input type="checkbox"/> Standard Informational <input type="checkbox"/> Inflatable</p> <p><input type="checkbox"/> Flag <input type="checkbox"/> Sail <input type="checkbox"/> Illuminated <input type="checkbox"/> Permanent <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Sandwich <input type="checkbox"/> Temporary <input type="checkbox"/> Wall <input type="checkbox"/> Window</p> <p>How many signs will be erected? _____. Is this property on the corner of two streets? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please provide the Sign Square Footage or Aggregate Square Footage (if more than one sign(s): _____. What is the sign height? _____. What is the anticipated installation or completion date? _____. Please describe the proposed location of the sign on the property:</p>

V. SIGN PERMIT APPLICATION REQUIRED ITEMS

The following items shall be submitted as concurrent attachments to the application.

Application fee according to below fee scale, made payable to the City of Covington:

<u>Sign Type</u>	<u>Fee</u>
Electric	\$50.00 plus 1% of construction cost in excess of \$1,000.00
Non-Electric	\$25.00 plus 1% of construction cost in excess of \$1,000.00
Temporary	\$25.00 per year

FEES: Type of Sign _____ Total \$ _____

One (1) copy of site plan showing the location of the sign

One (1) copy of a construction plan describing sign construction materials

One (1) copy of an elevation drawing showing the height and dimensions of the sign face (for permanent signs only)

One (1) copy of the total construction costs of the sign (permanent signs only)

One (1) original signed application

VI. AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVES

If Applicant is not the property owner, this section must be completed and notarized by a Notary Public.

I, _____, the owner of the subject property identified in this application, do hereby authorize _____ to act as my applicant/representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project according to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative(s).

Signature of current property owner: _____ Date: _____

Sworn to and subscribed to me this ____ day of _____, 20____.

Notary Public Signature: _____ Stamp or Seal

VIII. CERTIFICATION

I, _____, the owner or authorized representative of Owner(s) read and understands the contents of this application. I certify that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge. I further agree that to save, indemnify, and keep harmless the City of Covington, its officers, employees, and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. Signature constitutes an attestation by the owner or owner's authorized representative(s) that application complies with all covenants, conditions, and restrictions.

Signature of applicant or owner's authorized representative: _____ Date: _____

Notary Public Signature:	Notary Seal	
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*****FOR OFFICE USE ONLY*****

PLANNING AND ZONING	File #	Fee Received: <input type="checkbox"/>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved with Remarks	Is this property located within Covington's Historic District? <input type="checkbox"/> Yes, <input type="checkbox"/> No
MAIN STREET MANAGER	Is property located within the TCR or TCM zoning districts? If yes, please see Main Street Director 770 385 2077.	
Date COA Submitted to Main Street Mgr:	Main Street Manager's Comments: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Main Street Manager's Signature: _____	
SIGN CODE REGULATIONS	Inspection Date:	Inspector:
Approved: <input type="checkbox"/>	Approved with Remarks: <input type="checkbox"/>	
Denied: <input type="checkbox"/>		