



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

June 2008

SIGN PERMIT APPLICATION

(Code Section 16.48, Signs)

DEADLINES AND PROCEDURAL INFORMATION

1. Applicant may request a pre-application meeting with the Planning and Zoning Director prior to submittal of an application for a sign permit.
2. Once an application has been completed and submitted to the Planning and Zoning Department, the Planning and Zoning Director will review the application no later than ten (10) working days after the date of submission.
3. Review Process:
 - ❑ A copy of any application for a sign permit within the TCR and TCM zoning districts shall be transmitted by the building official to the main street manager for comment and review. The main street manager shall have 10 days from the receipt of the application to submit comments.
 - ❑ Review by all city officers shall be completed and the permit shall be issued or denied no later than the 30th day after the date of its submission.
4. A permit shall be denied if the applicant, landowner, or lessee violates or fails to comply with any provisions of Chapter 16 in either the application or the physical standards governing the sign. All applications meeting the standards of this chapter shall be granted.
5. If no response is received by the applicant from the city within 45 days from submission of a properly completed application, the permit shall be considered granted.
6. Upon denial of the application for a sign permit the applicant shall be given written notice stating the reason(s) for the denial within 15 days of the decision to deny the permit but not later than the 45th day after the date of submission of the application. The aggrieved party 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****





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SIGN PERMIT # _____

DATE _____

All sign permit applications are reviewed by the Planning and Zoning Department for completeness prior to being processed. **Incomplete applications will not be accepted.** It is the responsibility of applicant(s) to contact the Planning and Zoning Department for assistance with the application process 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:	Zoning District:
Tax ID/Parcel Number(s):	Parcel Size (Acres):
Type of Use: Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____ (please specify)	
Is this property located within Covington's Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	

III. APPLICANT OR OWNER'S REPRESENTATIVE

Name:	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email:	



IV. CONTRACTOR INFORMATION

Contractor/Company:	
Contact Name:	Mobile Phone:
Address: (Street, City, State, Zip Code)	
Telephone:	Fax:
Email:	

V. SIGN INFORMATION

Please Indicate the Type of Sign you are proposing:

Existing Conforming Non-Conforming Monument Banner Canopy
 Changeable Copy Detached Directional Directory Election Facia
 Flag Flashing Ground Illuminated Instructional Mobile Pennant
 Permanent Portable Prohibited Projecting Public service Roof
 Rotating Sandwich Temporary Trailer Vehicular Wall Weekend
 Window

How many signs will be erected?	Please provide the Sign Square Footage or Aggregate Square Footage (if more than one sign):
What is the Sign Height?	What is the Anticipated Installation Completion Date:

Please describe the proposed location of the sign on the property:



VI. SIGN PERMIT APPLICATION REQUIRED ITEMS: *The following items must 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	\$25.00 plus 1% of construction cost in excess of \$1,000.00
Non-Electric	\$15.00 plus 1% of construction cost in excess of \$1,000.00
Temporary	None

FEES: Type of Sign _____ \$ _____

- 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
- One (1) copy of the total construction costs of the sign
- One (1) original signed application
- One (1) copy of a certificate of liability insurance

VII. 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, _____, 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

(Notary Seal)



VIII. CERTIFICATION

I, _____, the owner or <u>authorized representative</u> of owner, have read and understand the contents of this application. I certify that 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:

*****FOR OFFICE USE ONLY*****

PLANNING AND ZONING		File # _____	Application Fee Received: <input type="checkbox"/>
Approved: <input type="checkbox"/>	Approved with Remarks: <input type="checkbox"/>		
Denied: <input type="checkbox"/>			
PLANNING COMMISSION		PC Hearing Date: _____	
Approved: <input type="checkbox"/>	Approved with Remarks: <input type="checkbox"/>		
Denied: <input type="checkbox"/>			
HISTORIC PRESERVATION		Is the property located within the Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
HP Hearing Date: _____	Approved with Remarks: <input type="checkbox"/>		
Approved: <input type="checkbox"/>			
Denied: <input type="checkbox"/>			
MAIN STREET MANAGER		Is the property located within the TCR or TCM zoning districts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Submitted to Main Street Manager: _____	Main Street Manager's Comments: <input type="checkbox"/>		
SIGN CODE REGULATIONS		Inspection Date: _____	Inspector: _____
Approved: <input type="checkbox"/>	Approved with Remarks: <input type="checkbox"/>		
Denied: <input type="checkbox"/>			
ELECTRICAL CODE REGULATIONS		Inspection Date: _____	Inspector: _____
Approved: <input type="checkbox"/>	Approved with Remarks: <input type="checkbox"/>		
Denied: <input type="checkbox"/>			
ZBA		ZBA Hearing Date: _____	
Approved: <input type="checkbox"/>	Approved with Remarks: <input type="checkbox"/>		
Denied: <input type="checkbox"/>			

