



# **Sign Guidebook**

**April 2009**

## **Sign Guidebook**

This guidebook is designed to provide general information on the City of Johns Creek Sign Ordinance (“Sign Ordinance”) in a more concise format. Accordingly, this guidebook is not a comprehensive listing of the regulations found within the Sign Ordinance and it should not be used in lieu of a review of the Sign Ordinance. Any person interested in a sign should refer to the Sign Ordinance and may contact the Community Development staff for additional information.

This Guidebook presents the most commonly-used elements of the Sign Ordinance, with tables, definitions and illustrations for informational purposes only. The complete Sign Ordinance, as well as Sign and Banner Applications, can be viewed and downloaded at [www.johnscreekga.gov](http://www.johnscreekga.gov).

For additional information, contact the Community Development Department at 678.512.3200.

**THIS DOCUMENT SHALL NOT CONSTITUTE A LEGALLY BINDING DOCUMENT AND SHALL NOT CARRY THE FORCE OF LAW; RATHER, IT IS MERELY PROVIDED FOR INFORMATIONAL PURPOSES AS AN OVERVIEW OF PARTS OF THE SIGN ORDINANCE. ACCORDINGLY, THIS DOCUMENT SHALL NOT ALTER, AMEND, SUPPLEMENT, CONFLICT, SUPERSEDE OR OTHERWISE MODIFY ANY PART OF THE CITY OF JOHNS CREEK SIGN ORDINANCE.**

## **Key Definitions (Refer to Sign Ordinance for complete listing):**

***Banner.*** A sign other than a flag with or without characters, letters, illustrations or ornamentation applied to cloth, paper, or fabric that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners.

***Freestanding sign.*** Any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A permanently affixed sign which is wholly independent of a building for support with a base of a width not less than the width of the sign face. The base of the sign face shall be flush with the supporting base, and the supporting base shall be flush with the ground and extend the full width of the sign. Except for subdivision entrance signs, freestanding signs may not be constructed before the principal building is on a lot.

***Out of store marketing device.*** An out of store marketing device is any facility or equipment which is located outside of a primary building on a site zoned for non-residential uses, which is used for the primary purpose of providing a product or service without the owner's immediate presence, and which is manufactured to include a color, form, graphic, illumination, symbol, and/or writing thereon to communicate information regarding the product or service provided thereby to the public. Examples of out-of-store marketing devices include: fuel pumps, bank ATM units, vending machines, newspaper racks, drink machines, ice boxes, and phone booths.

***Sign.*** Any device, fixture, placard, or structure affixed to, supported by, or suspended by a stationary object, building or the ground that uses any color, form, graphic, illumination, symbol, or writing to announce, direct attention to, identify, advertise or otherwise communicate information of any kind to the public.

***Standard Informational sign.*** A non-illuminated temporary freestanding sign which shall contain no reflecting elements, flags, projections or unpainted wooden surfaces. Standard Informational Signs are limited to either one (1) sign that is 16 square feet in area or up to four (4) signs not to exceed an aggregate of sixteen (16) square feet in area. In addition, each sign shall not be greater than eight (8) feet above the grade level of the adjacent street to which the sign is located or four (4) feet above ground level, whichever is greater. These signs shall not be located within the public street right-of-way and shall be no closer than ten (10) feet to the back of curb of a private roadway. Standard Informational Signs do not require a permit.

***Wall sign.*** Any sign attached parallel to a wall, painted on the wall surface or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and which displays only one sign surface. No wall sign shall extend more than six (6) inches from any wall, building, or structure.

**Window sign.** Any sign that is placed inside a window, within two (2) feet of a window, or upon the window panes or glass, either inside or outside the building, and is visible from the exterior of the structure.

### **Prohibited Signs**

- Balloons, Pennants, Streamers
- String Lights
- Beacons, Search Lights, Lasers
- Audible Signs
- Signs in Right of Way
- Signs on Tree or Utility Pole
- Roof Signs
- Portable Signs
- Obscene Signs
- Illegal Activity Signs
- Signs Not Maintained
- Abandoned Signs
- Animated, Flashing, Electronic Signs
- Imitation Traffic Signs

### **Signs That Do Not Require A Permit\***

- Numerals displayed for the purpose of identifying property location not to exceed eight (8) inches in height
- Flags
- Window Signs
- Door signs not to exceed one (1) square foot in size and not more than one (1) sign per door
- Standard Informational Signs
- Banners in residential districts during May and June (See below)

\*If not listed above, all other allowable signs require a Sign Permit to construct.

## **Signs Allowed in All Districts**

### **Banners**

Maximum Size:	Twenty-four (24) square feet
Maximum Height:	Five (5) feet from ground (if placed on ground)
Maximum Duration:	Two (2) weeks; two banner placements per year per lot. Each Place of Business on a lot is entitled to two banners per year. The applicant may permit all four weeks concurrently if they choose.
Minimum Setback:	Ten (10) feet from right-of-way
Permit Required?:	Yes*

\*Banners placed on residential lots in May and June do not require a permit, however, the placement counts against the lot's banner allocation for the year.

### **Standard Informational Signs**

Maximum Size:	Sixteen (16) square feet
Maximum Number:	Four (4) signs per lot – aggregate size may not exceed 16 square feet
Maximum Height:	Eight (8) feet
Minimum Setback:	Outside of right-of-way or 10 feet from back of curb (if private drive)
Permit Required?:	No

### **Signs During Construction**

Maximum Size:	Sixteen (16) square feet
Maximum Number:	One per development
Maximum Height:	Eight (8) feet
Minimum Setback:	Ten (10) feet from right-of-way
Permit Required?:	Yes

Note: The sign is allowed beginning with the commencement of construction and must be removed upon the issuance of the first certificate of occupancy or installation of a permanent sign, whichever occurs first.

District	Lot Size/Use	Max. Size	Max. Height	Setback From Right-Of-Way	Number of Sign Panels Allowed**
Agricultural	Residential	32 Sq Ft. Or Two 16 Sq Ft. Signs	6 Ft.	10 Ft.	N/A
	Institutional	32 Sq Ft. Per Road Frontage	6 Ft.	10Ft.	2
Single-Family Residential, CUP/NUP	Residential	32 Sq Ft. Or Two 16 Sq Ft. Signs	6 Ft.	10 Ft.	N/A
	Institutional	32 Sq Ft. Per Road Frontage	6 Ft.	10 Ft.	2
Apartment and Townhouse	Residential	32 Sq Ft. Per Road Frontage	6 Ft.	10 Ft.	N/A
	Institutional	32 Sq Ft. Per Road Frontage	6 Ft.	10 Ft.	2
O-I*	<15 Acres	32 Sq Ft. Per Road Frontage	6 Ft.	10 Ft.	6
	15 Acres Or Greater	64 Sq Ft. For Primary Frontage; 32 Sq Ft. For Secondary Frontages	8 Ft.	10 Ft.	8
Commercial and Mixed Use*	<15 Acres	32 Sq Ft. Per Road Frontage	6 Ft.	10 Ft.	6
	15 Acres Or Greater	64 Sq Ft. For Primary Frontage; 32 Sq Ft. For Secondary Frontages	8 Ft.	10 Ft.	8
Industrial*	500 Ft. Of Road Frontage Or Less Or An Outparcel	32 Sq Ft. Per Road Frontage	8 Ft. (10 Ft. If On An Arterial)	10 Ft.	6
	501-1,000 Ft. Of Road Frontage	64 Sq Ft. Per Road Frontage	8 Ft. (10 Ft. If On An Arterial)	10 Ft.	8
	1,001 Ft. Of Road Frontage Or Greater	72 Sq Ft. Per Road Frontage	8 Ft. (10 Ft. If On An Arterial)	10 Ft.	8

### Freestanding Sign Requirements

\*Multi-tenant non-residential developments are entitled to an additional freestanding sign known as a Directory Sign, which may be a maximum of thirty-two (32) square feet in size and a maximum of six (6) feet in height. If constructed as part of a brick or stone wall at least 30 feet long, the maximum size may be doubled for the district and the sign panels may be measured separately rather than in a single polygon.

\*\*Sign Panels must be of a uniform color.

A separate electrical permit is required if the sign is to be illuminated.

## Freestanding Sign Materials

Freestanding Signs must be monument-style (see definition) and constructed of brick or stone with at least a two (2) foot base. Freestanding signs must display the property address in numbers at least six (6) inches in height but no more than twelve (12) inches in height. The address does not count against the total square feet of allowable sign area.

### Wall Signs

District	Size	Number
Agricultural*	100 Sq Ft or 5% of applicable wall area (whichever is less)	2 (Max. 1 per wall)
Single-Family Residential, CUP/NUP*	100 Sq Ft or 5% of applicable wall area (whichever is less)	2 (Max. 1 per wall)
Apartment and Townhouse*	100 Sq Ft or 5% of applicable wall area (whichever is less)	2 (Max. 1 per wall)
O-I	100 Sq Ft or 5% of applicable wall area (whichever is less)	2 (Max. 1 per wall)
Commercial and Mixed Use	100 Sq Ft or 5% of applicable wall area (whichever is less) For tenants over 50,000 Sq Ft., Max. 300 sq ft. sign or 5% of applicable wall area, whichever is less	2 (Max. 1 per wall)
Industrial	100 Sq Ft or 5% of applicable wall area (whichever is less) For tenants over 50,000 Sq Ft., Max. 300 sq ft. sign or 5% of applicable wall area, whichever is less	2 (Max. 1 per wall)

\*For lots with institutional uses only

Street Address numbers not exceeding eight (8) inches in height are exempt from the allowable sign area.

# SIGN TYPE ILLUSTRATION

