

[www.JohnsCreekGA.gov](http://www.JohnsCreekGA.gov)

678-512-3200

12000 Findley Road, Suite 400, Johns Creek, GA 30097

## SIGN PERMIT APPLICATION

### BUSINESS INFORMATION *(please print)*

Johns Creek Occupational Tax Certificate No.: \_\_\_\_\_ *(Must provide number to submit for wall/awning/canopy signs)*

Site Address of Proposed Sign \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business / Subdivision Name \_\_\_\_\_ Business Owner / Manager \_\_\_\_\_ Phone \_\_\_\_\_

### PROPERTY OWNER INFORMATION *(please print)*

Owner: \_\_\_\_\_ Owner / Agent Signature: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### CONTRACTOR INFORMATION *(Please provide copy of Occupational Tax Certificate)*

Contractor: \_\_\_\_\_ Contractor License No. \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Will contractor install sign?  Yes  No

### SIGN INFORMATION

	Sign Type		Sign Dimension & Area	Height Above Grade	Ground Sign setback from R.O.W.
Proposed Signage	<input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Construction Sign <input type="checkbox"/> Awning Sign <input type="checkbox"/> Canopy Sign	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Internal Sign <input type="checkbox"/> Directory Sign <input type="checkbox"/> Other _____	(W) _____ x (H) _____ Area: _____		
* Existing Signage	<input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Construction Sign <input type="checkbox"/> Awning Sign <input type="checkbox"/> Canopy Sign	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Internal Sign <input type="checkbox"/> Directory Sign <input type="checkbox"/> Other _____	(W) _____ x (H) _____ Area: _____		

\*Are there any **EXISTING** sign(s) located on the building or property?  No  Yes. If yes, please explain what will happen to the existing sign(s): \_\_\_\_\_

\*If **EXISTING** sign(s) are to be removed, please complete and submit with the application the "**Existing Signage Removal Affidavit**."

**APPLICANT SIGNATURE:**

*I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) required for removal will be removed before any new sign(s) are installed. I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the zoning district. I am aware of Article XXXIII: Signs, and agree to comply with the City of Johns Creek Zoning Ordinance.*

\_\_\_\_\_  
Applicant Signature: Business Owner or Owner's Representative

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**STAFF ONLY**

Approved By: \_\_\_\_\_ Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Zone District: \_\_\_\_\_ Case No. \_\_\_\_\_ **TOTAL FEE: \$** \_\_\_\_\_

A Non-Refundable Administrative Fee of \$25.00 is Applied to all Sign Permits

Signs (valuation per square foot)	Permit Fees Based on Valuation (Total Valuation)	FEE
Wall mounted - \$50	\$1 to \$500	\$23.50
Free-standing - \$100	\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.50 for each additional \$100, or fraction thereof, to and including \$2,000
	\$2001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000

## INSTRUCTIONS:

Incomplete or illegible applications CANNOT be accepted. A non-refundable \$25 administrative fee is due at the time of submittal. The administrative fee will be applied towards the total permit fee.

## FREE STANDING SIGN SUBMITTAL REQUIREMENTS:

- I. **Two (2)** site plans to scale showing the street address of the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries and Right-of-Way, and all existing structures or buildings on the subject property.
- II. **Two (2)** sets of sign details, including a proposed color scheme of sign, scaled elevation of the size and height of the proposed sign from ground level and adjacent street level.
- III. The square foot area per sign and the aggregate square foot area if there is more than one (1) sign face shall be provided by the applicant.
- IV. For wall signs, in addition to the abovementioned requirements, please provide **Two (2)** sets of building elevations with dimensions (width & height).
- V. The owner(s) of the property, or his/her agent, must sign-off on the application, granting the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The application **CANNOT** be accepted without the property owner's signature and consent.
- VI. If an existing sign is to be removed, please complete and submit the "Existing Signage Removal Affidavit" with the Sign Permit application.

## WALL & CANOPY SIGN SUBMITTAL REQUIREMENTS:

- I. **Two (2)** sets of building elevations with dimensions (width & height).
- II. **Two (2)** sets of sign details, including a proposed color scheme of sign and scaled elevation of the size of the proposed sign.
- III. The square foot area per sign and the aggregate square foot area if there is more than one (1) sign face shall be provided by the applicant.
- IV. The owner(s) of the property, or his/her agent, must sign-off on the application, granting the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The application **CANNOT** be accepted without the property owner's signature and consent.
- V. If an existing sign is to be removed, please complete and submit the "Existing Signage Removal Affidavit" with the Sign Permit application.

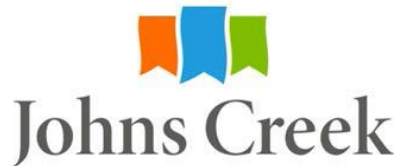
For additional information, guidelines and sign regulations, please review Article 33 of the City of Johns Creek Zoning Ordinance by following this link  
[http://library.municode.com/HTML/14551/level3/PTIICOOR\\_APXAZO\\_ARTXXXIISI.html](http://library.municode.com/HTML/14551/level3/PTIICOOR_APXAZO_ARTXXXIISI.html).

## DEFINITIONS:

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.

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 principle building is on a lot.

- Freestanding sign structure/base materials shall be constructed of brick or stone with a base of at least two (2) feet. Any sign panels on a sign shall have a uniform background color and material. All freestanding signs shall display the property address in numbers at least six (6) inches in height but not more than twelve (12) inches in height. The numerical address shall not be considered part of the sign face and shall not count against the allowable sign square footage (Article 33, Section 25.E.).



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## EXISTING SIGNAGE REMOVAL AFFIDAVIT

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This affidavit must be completed if existing signage must be removed in order to be authorized for any new signage. Please complete this affidavit, attach it to your Sign Permit application, and submit it to the City of Johns Creek, Community Development Department.

Project/Business Name \_\_\_\_\_ Unit/Suite/Phase \_\_\_\_\_

Sign Permit Number \_\_\_\_\_ Business License Number \_\_\_\_\_

**The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage must be removed prior to completion of new signage as authorized by the issuance of the Sign Permit.**

### Property Owner

Property Owner's Printed Name \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Business Owner/Representative

Business Owner's Printed Name \_\_\_\_\_

Business Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Sign Contractor

Sign Contractor's Printed Name \_\_\_\_\_

Sign Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_