

DEPARTMENT OF
DEVELOPMENT SERVICES
1113 Usher Street, Suite 201
Covington, Georgia 30014
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Scott "Rock" Sirotkin
Director

Lynn Parham, GISP
Deputy Director

SIGN PERMIT APPLICATION

Site Street Address &/or the property upon which subject sign is to be located:

City _____ Zip Code _____ Map _____ Parcel _____

Total linear feet along road frontage of property: _____ Zoning : _____

Type of Sign: () Ground () Window () Other _____
() Wall – Square footage of building _____ () Election Cycle () Special Event
() Monument – Site must be staked within 48 hours of application submittal. Permit card must be erected at site.

Sign Area (LXH): _____ Height of Sign: _____ Setback: _____

Purpose Of Sign: _____ Material of Sign: _____

Construction Cost of the Sign: _____ Illuminated? () Yes () No

If sign is for a business, list business license number: _____

Existing Sign Information – If Applying for a ground sign, list all ground signs, if wall sign – list all wall signs, etc:

Number of Signs: _____ Description of Sign(s): _____

Location of Sign(s): _____

Sign Owner/Applicant Information:

Applicant's Name: _____

Applicant's Address: _____ City: _____ Zip: _____

Contact Person: _____ Telephone #: _____

Property Owner Information:

Name: _____

Address: _____ City: _____ Zip: _____

Telephone #: _____ Signature (must have): _____

Sign Contractor Information:

Name: _____

Address: _____ City: _____ Zip: _____

Submittal of the following items are necessary for processing your application. Incomplete applications will not be accepted.

- A. Elevation drawing showing the height and dimensions of the signage (preferably to scale)
- B. Site plan identifying the location of the sign – all measurements depicted from the property line. Wall Signs must show building elevation with dimensions.
- C. Permit Fee in accordance with the Newton County Development Services Fee Schedule. (\$100 per sign unless illuminated, \$135.00 per sign if illuminated)

Processing of Application

Upon receipt of a properly completed application the Development Services staff will examine and process the application within ten (10) working days. A permit may be denied if the applicant, landowner or lessee is presently maintaining any sign in violation of the Newton County Zoning Ordinance.

The County shall not be held liable for any damages, demands or expenses which may in any manner be caused by the sign or sign structure. A certificate of liability insurance may be requested prior to issuance of a sign permit.

The permit sticker must be placed on the framework of the sign where it may be easily accessible.

A sign permit shall become null and void if the sign for which the permit was issued has not been completed within a period of six months after the date of issuance.

Applicant's Certification and Signature

I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge.

Applicant Signature _____ Date _____

Office Use Only

Application # _____ **Permit #** _____ **Date Submitted** _____

() **Approved** () **Denied**

Reviewer's Signature: _____ **Date:** _____