



## **MONUMENT & GROUND SIGN PERMIT APPLICATION PACKAGE**

**(Monument & Ground Signs ONLY)**

- **“How to Obtain a Monument & Ground Sign Permit”**
- **Monument & Ground Sign Permit Application Form**
- **Existing Signage Removal Affidavit**
- **Monument & Ground Sign Permit General Information**
- **Building Permit Application (if required)**

## HOW TO OBTAIN A MONUMENT & GROUND SIGN PERMIT

\*\*\* KEEP FOR YOUR RECORDS \*\*\*

- Step 1. Verify Business Location is in the Snellville Municipal City Limits.** Verify the physical business location is in the municipal city limits of Snellville. Four different Postal Zip Codes (30017, 30039, 30052, and 30078) serve the greater Snellville and South Gwinnett area; however, they may not necessarily be located within the City limits. To verify that your business location is within the municipal city limits of Snellville, please review the City of Snellville Street Listing on the City's website ([www.snellville.org](http://www.snellville.org)) or call the Department of Planning & Development 770.985.3514 to have your location confirmed. If the location is not within the Snellville City limits, you will most likely need to contact Gwinnett County Planning & Development 678. 518.6000.
- Step 2. Verify Zoning of Property.** Verify that the physical business location is properly zoned to allow the proposed use of the property. If the zoning for the business location does not permit the proposed use of the property, a Rezoning Amendment, Land Use Plan Amendment, or Conditional Use Permit would need to be applied for (by the property owner) and approved through a Public Hearing before the Mayor and Council. Please call the Department of Planning & Development 770.985.3514 to check the current Zoning District classification for the business location. You should review the Zoning Districts and permitted uses on the City's website ([www.snellville.org](http://www.snellville.org)) to determine which Zoning District(s) would permit the use of the proposed business.
- Step 3. Review Sign Ordinance.** Review the Sign Regulations, UDO Sec. 207-6. Signs. ([www.snellville.org](http://www.snellville.org)) to ensure compliance with the City's Ordinance.
- Step 4. Obtain a Monument & Ground Sign Permit Application Form and information package.** These may be obtained by visiting the Department of Planning & Development, City of Snellville, City Hall, 2342 Oak Road, 2<sup>nd</sup> Floor, or by calling 770.985.3514, or printed from the City's website ([www.snellville.org](http://www.snellville.org)).
- Step 5. Review the General Information Guidance Document (Page 7).** For general information and list of required sign, construction, and electrical details.
- Step 6. Complete the Monument & Ground Sign Permit Application Form,** attach the required:
- Monument & Ground Sign Details** (see General Information below);
  - Illumination/Lighting Details** (see General Information below);
  - Monument & Ground Sign Site Location Plan** (with the sign location indicated and all road frontage(s), setbacks from R/W, and setbacks from top of curb or edge of pavement);
  - Photographs of all Existing Signage** (for the business, or property if a standalone business);
  - Building Permit Application** (if applicable); and
  - \$15.00 Review Fee.**
- Step 7. Submit the Complete Application "Package".** Typical office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. The review and issuance of sign permits is a "**Drop-Off Process**" for the initial review. If a Building Permit is also required for the sign, structural and electrical drawings must be submitted, reviewed and approved by the Building Plan Review Unit prior to the issuance of the Building Permit. You may also submit your completed application and review fee remittance by U.S. Mail or Overnight Delivery. **We do not accept faxed or emailed applications.**
- Step 8. Application Review and Site Inspection.** Applicants will be notified within **15 business days** following application submittal of permit approval or denial. Applications determined to be incomplete or that contain information that is determined to not be in conformance with the Snellville Zoning Ordinance, Article 12, Signs will be denied and will require a new and complete application re-submittal and \$15.00 review fee. For any application denied, a written denial letter will be mailed, providing the reason(s) for denial.
- Step 9. Permit Pickup.** When contacted by Planning Department staff that the permit is ready for issuance, a return visit to Planning & Development Department is necessary. Remit the appropriate permit fees (cash, check, Visa, and MasterCard accepted).
- Step 10. Sign Order and Installation.** Upon receipt of a signed and approved Monument & Ground Sign Permit Application/Sign Location Plan (and Building Permit, if required), sign order may be placed with sign contractor and installation of sign is authorized. Signs installed without a valid signed and approved permit will require immediate removal by the property owner or business owner and be subject to three times the permit fees upon permitting

**Inspections & Certificate of Completion.** If a Building Permit is required, electrical underground (if required), footing, electrical final and sign final inspections must be scheduled, successfully passed and a Certificate of Completion issued prior to use of the sign. Electrical contractors must submit their Subcontractor Affidavit form to Planning & Development at least 2-days prior to requesting electrical inspections. Inspections are requested by calling 770.985.3513.

**MONUMENT & GROUND SIGN  
PERMIT APPLICATION FORM**

Please complete this application and submit with all necessary attachments as stated in the "Monument & Ground Sign Permit General Information." Please type or print legibly using blue or black ink. Incomplete or illegible applications may be grounds for permit DENIAL.

Sign Permit Applicant Information	Sign Contractor Information
Applicant Name: _____	Business License No.: _____ Exp.: _____
Business Name: _____	Sign Company Name: _____
Address: _____ _____	Address: _____ _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: ( _____ ) _____	Phone: ( _____ ) _____
Fax: ( _____ ) _____	Fax: ( _____ ) _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Phone: ( _____ ) _____	Contact Person Phone: ( _____ ) _____
Email Address: _____	Email Address: _____

Property Owner Information
Property Owner Name: _____
Address: _____ _____
City: _____ State: _____ Zip Code: _____
Phone: ( _____ ) _____ Email Address: _____

Site & Business Information
Site Address of Proposed Signage: _____ Zoning District: _____
Business Name for Signage: _____

Monument Sign Details						
Cost of Sign Construction and Installation including monument base, frame and sign cabinet: \$ _____						
Will sign be Illuminated? <input type="checkbox"/> NO Illumination <input type="checkbox"/> Internal Illumination <input type="checkbox"/> Exterior Illumination (provide details below)						
No. of Light Fixtures (per side): _____ Wattage per Fixture: _____ <input type="checkbox"/> Fixture Mounted: <input type="checkbox"/> Ground <input type="checkbox"/> Overhead						
Monument Base/Frame Materials: <input type="checkbox"/> Brick <input type="checkbox"/> Stone <input type="checkbox"/> E.I.F.S. <input type="checkbox"/> Stucco Color: _____						
Monument Base Dimensions (inches): _____ Height (24" min.) X _____ Width = _____ Sq. Ft.						
Road Frontage (Name) of Sign Location	Linear Road Frontage (feet)	Sign Area (sq. ft.)	Sign Height EXCLUDING BASE (feet) *	Sign Width (feet)	Sign Depth (feet)	Setback From Right-Of-Way (feet)
➤ Right-of-Way (R/W) confirmed by: <input type="checkbox"/> Recent Site Survey <input type="checkbox"/> DOT Plat <input type="checkbox"/> GIS Aerial (provide copy of survey, plat or GIS aerial)						
➤ Overall Sign Height Including Monument Base (feet): _____ (max. allowed is 15 feet)						
* TOTAL SIGN + BASE CANNOT EXCEED FIFTEEN (15) FEET ABOVE ADJACENT ROADWAY						

### Freestanding Ground Sign Details

Cost of Sign Construction and Installation: \$ \_\_\_\_\_

Will sign be Illuminated?  NO Illumination  Internal Illumination  Exterior Illumination (provide details)

Road Frontage (Name) of Sign Location	No. of Signs	Sign Area Each (sq. ft.)	Sign Height EXCLUDING SUPPORT (feet)	Sign Width (feet)	Sign Support Height (feet)	Setback From (feet)	Check One <input type="checkbox"/> R/W <input type="checkbox"/> Street <input type="checkbox"/> Curb

- Right-of-Way (R/W) confirmed by (provide copy):  Recent Site Survey  DOT Plat  GIS Aerial
- Overall Sign Height Including Support Mechanism (inches): \_\_\_\_\_ (max. allowed is 3 feet)

### Existing & Non-Conforming Sign Information

**NO BUSINESS SHALL BE ALLOWED AN ADDITIONAL CONFORMING SIGN UNTIL IT HAS REMOVED ANY EXISTING NONCONFORMING SIGN.**

- Are there any EXISTING Monument, Ground, or Wall Signs located on the property or building?  No  Yes  
If yes, what will happen with the existing signs? \_\_\_\_\_  
If yes, are any of these signs NON-CONFORMING (as defined in the Sign Ordinance)?  No  Yes  
If yes, what will happen with these non-conforming signs? \_\_\_\_\_
- If EXISTING Monument, Ground, or Wall Signs will be removed,  check here and complete the attached "Existing Signage Removal Affidavit."

### Additional Sign Permit Requirements

- Monument Signs that REQUIRE both a Sign Location Permit AND Building Permit include (please check each):
  - Individual Signs that Exceed 32 Square Feet in Area?  No  Yes
  - Individual Signs that Exceed Six (6) Feet in Height Above Grade?  No  Yes
  - Signs that are Internally or Externally Illuminated?  No  Yes
- Monument/Ground Signs that REQUIRE Design by a Georgia Registered Professional Engineer (please check):
  - Signs that EXCEED Twelve (12) Feet in Height Above Grade?  No  Yes
  - Signs with supporting structures that EXCEED 50 square feet in area?  No  Yes

### Definitions

**Electronic Message Board Sign.** A sign that uses changing lights or colors to form a sign message or messages wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.

**Freestanding Sign.** A permanent sign, which lacks a decorative base, supported by one or more upright poles, columns, or braces placed in the ground. Shall not exceed six (6) sq. ft. in area, not to exceed three (3) feet in height, including support mechanism. The maximum number of signs permitted is two (2) per curb cut or two (2) per road frontage whichever is greater. Signs must be located out of the right-of-way or at least ten (10) feet from the back of curb or edge of pavement of the adjacent street, whichever is greater.

**Monument Sign.** A permanent ground sign designed so the base of the sign face is flush with the supporting base and the supporting base is flush with the ground. Sign must include a solid, decorative base and may include a decorative frame. The base must be at least as wide as the sign and/or frame upon it and a minimum of two feet in height. Decorative base and frame materials include stone, brick, EIFS or true hard coat stucco. No support posts may be exposed. Electrical disconnect and/or meter base may not be visible from the public right-of-way.

**Nonconforming Sign.** Any sign and its supporting structure that does not conform to all or any portion of this section and was in existence and lawfully erected before the effective date of this UDO; and was in existence and lawfully located and used in accordance with the provision of any prior ordinances applicable thereto, or which was considered legally nonconforming thereunder, and has since been in continuous or regular use; or was used on the premises at the time it was annexed into the City and has since been in regular and continuous use.

**Sign Area.** The entire area within a continuous perimeter, enclosing the extreme limits of the sign structure, NOT to include the first 24" of the base height of a monument sign.

### **Monument Sign Regulations and Requirements**

- Monument sign area is defined as the entire area within a continuous perimeter, enclosing the extreme limits of the sign structure (overall height by overall width), not to include the first 24 inches of the base height of a monument sign.
- One monument sign is allowed per road frontage.
- The maximum square footage of the sign is based upon 0.50 square feet per 1 foot of road frontage or 64 square feet, whichever is larger.
- In lieu of allowing a second monument sign, corner lots with two adjacent road frontages may utilize 30% of the allowable sign area from the second frontage for the sign area calculation of the one monument sign. Sign area variances of Sec. 207-6.6.C are not allowed.
- The maximum sign area allowed is 225 square feet.
- Signs more than 5 high must be set back at least 10 feet from the right-of-way. Signs more than 10 feet high must be set back at least 15 feet from the public right-of-way.
- Monument base must be constructed of natural brick or stone (not painted or stained); or EIFS/true hard coat stucco painted or stained using colors from .I.F.S./true hard coat stucco painted or stained using colors from the official City color palette shown in Figure 208-1.4.
- Foamcore monument sign bases are prohibited.
- Monument base shall be at least as wide as the sign and/or frame upon it and a minimum of 2 feet in height. No support posts may be exposed.
- Electrical disconnect and/or meter base must not be visible from the public right-of-way.
- Monument sign must include the numeric street address of the property upon which it is located. The numbers used to identify the address may be no less than 5 inches in height and no more than 9 inches in height.
- Electronic message board signs utilized as an element of a monument sign and in accordance with Sec. 207-6.8 shall also require submittal of an Electronic Message Board Sign Permit application for review and approval.
- No business is allowed to install an additional conforming sign until it has removed any existing nonconforming signs. Provided, however, that on lots with three or more businesses, at least two of which are party to a lease or leases, any business that does not own or control the nonconforming sign may erect a wall sign.
- Sign Fees: No permit may be issued until the appropriate application has been filed with the Department and fees have been paid. If any person, company, firm or corporation begins work for which a permit is required by this section without taking out a permit, they must pay three times the amount of the applicable above-described fee

### **CERTIFICATIONS**

The City of Snellville is not responsible for the proper design, erection, and maintenance of any sign permitted.

The applicant hereby assumes the entire responsibility and liability for any and all damages, injury, death or destruction of any person or property resulting from or arising out of any act or omission in connection with the design, erection or maintenance of the sign, whether caused by the applicant, the City of Snellville or any of its agents, servants and employees or by any third parties.

The applicant shall indemnify and hold harmless the City of Snellville, its agents, servants and employees, past and present, from and against any and all loss and/or expense without limitation which the or either of them may suffer, pay or be obligated to pay as a result of suits or claims which arise as described in the preceding sentence, irrespective of negligence on the part of the City of Snellville (except that the City of Snellville shall not be indemnified for its own, sole negligence).

The applicant, if requested, shall assume and defend at their own cost, any suit, action or legal proceeding should arise, and the applicant hereby agrees to satisfy, pay and cause to be discharged of record any judgment which may be rendered against the City of Snellville arising there from.

All signs must be installed in compliance with the City of Snellville Sign regulations and International Building Code regulations.

**Appeal/Administrative Review.** Any person aggrieved or affected by the decision of the Director of Planning and Development relating to the application of the Zoning Ordinance, may appeal to the Zoning Board of Appeals for relief or reconsideration within thirty (30) days from the date of the adverse determination by the Director of Planning and Development.

**Expiration Date.** A sign permit becomes null and void if the sign for which the permit was issued has not been completed within 6 months after the date of issuance.

Signature \_\_\_\_\_ Date \_\_\_\_\_  Property Owner  
 Business Owner  
 Owner's Agent  
Printed Name \_\_\_\_\_ Title / Position \_\_\_\_\_

**\*\*\*\* TO BE COMPLETED BY THE PLANNING & DEVELOPMENT STAFF \*\*\*\***

Application Receive Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ RPIN #: \_\_\_\_\_

Allowable Signage per Sign Ordinance (square feet): \_\_\_\_\_  Per Variance Case No. \_\_\_\_\_

Non-Conforming Signs Present?  No  Yes (provide details): \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning & Development Review Staff

Sign Permit is hereby:  APPROVED  DENIED  Comment  Reason for Denial: \_\_\_\_\_

By: \_\_\_\_\_ Date of Action \_\_\_\_\_  
Director, Department of Planning & Development

**FEES COLLECTED**

		<u>RCVD BY:</u>	<u>DATE PAID:</u>	
Sign Permit Application Review Fee:	\$ <u>15.00</u>	_____	_____	(Collected at submittal)
Sign Permit Fee:	\$ _____	_____	_____	
Building Permit Fee:	\$ _____	_____	_____	
<b>TOTAL FEES COLLECTED:</b>	<b>\$ _____</b>			

**SIGNAGE REMOVAL AFFIDAVIT**

This affidavit must be completed if existing signage must be removed in order to authorize any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Department of Planning & Development.

Project Name: \_\_\_\_\_ Unit/Phase: \_\_\_\_\_

\*\*\*\*\* ACKNOWLEDGEMENT \*\*\*\*\*

*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 Location Permit.*

**Property Owner**

Property Owner's Signature Name: \_\_\_\_\_

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

**Business Owner**

Business Owner's Signature Name: \_\_\_\_\_

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

**Sign Contractor**

Sign Contractor's Signature Name: \_\_\_\_\_

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

**MONUMENT & GROUND SIGN PERMIT  
GENERAL INFORMATION GUIDANCE DOCUMENT**

\*\*\* KEEP FOR YOUR RECORDS \*\*\*

This document's purpose is to provide general guidance in obtaining a Monument & Ground Sign Permit. The Department of Planning & Development is responsible for the review and issuance of all Sign Permits. Sign Permit processing is a "drop-off" process for the initial review. The following information is necessary to process each Monument/Ground Sign Permit application:

- **Application Form.** Complete a Monument & Ground Sign Permit application form. The property owner or owner's authorized agent must sign the application form or a separate letter must be provided from the property owner or agent authorizing the sign installation. Submit the completed application form to the Department of Planning and Development for review. **Incomplete applications CANNOT be accepted for processing.**
- **Sign Location Permit Review Fee.** The \$15.00 review fee (non-refundable) must accompany the application form (upon initial application submittal and again upon any subsequent re-submittals).
- **Other Sign Permits.** The following signage type requires submittal of a separate sign permit application:

<ul style="list-style-type: none"><li>○ Wall Sign</li><li>○ Canopy Sign</li><li>○ Interior Project Directional Sign</li></ul>	<ul style="list-style-type: none"><li>○ Window &amp; Door Sign</li><li>○ Menu Board Sign</li><li>○ Electronic Message Board Sign</li></ul>	<ul style="list-style-type: none"><li>○ Awning Sign</li><li>○ Pre-Menu Board Sign</li><li>○ Entrance Sign</li></ul>
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- **Site Location Plan & Property Survey.** Must accompany the application and include the following information:
  - The site plan and property survey information may be combined into a single plan sheet and drawn to scale;
  - The site plan must show the proposed sign location, limits of street right-of-way, driveway locations and parking spaces. The distance between the right-of-way and the proposed sign must be shown on the plan;
  - Provide current right-of-way information through a current property survey completed by a Georgia Registered Surveyor or through a plat copy. Combining of plats is permissible. For example; older plat indicates 30-feet from centerline as right-of-way. Georgia DOT has a plat indicating that 10-feet of additional right-of-way was acquired. Georgia DOT plat must show all new dimensions of new right-of-way. Label the new right-of-way line on the older plat ("red-lining" is permissible). Attach both plats together to serve as the site plan indicating current right-of-way information;
  - Indicate driveways and parking space locations on the plan. This ensures that the sign does not occupy or overhang required driveways and parking spaces;
  - Indicate drainage or sewer easements near the sign base (if any); and
  - Provide three (3) copies of the site location plan/property survey.
- **Monument & Ground Sign Details.** A drawing of the sign must accompany the application and must indicate the following information:
  - The dimensions of all signs and sign structures;
  - The total area of the sign in square feet;
  - Distance from the street right-of-way, top of curb, and edge of pavement;
  - Total sign height above ground level. If the proposed sign location is below street level and additional sign height is desired, the following additional information must be submitted: a) Cross-sectional information that indicates the sign's location, ground elevations, street location and street elevations; b) Supporting information, as necessary, to verify topographic elevations. This may include plans certified by a registered surveyor or professional engineer;
  - Numeric street address of the property upon which the sign is located shall be attached to the sign. The numerals shall be no less than five (5) inches in height and no more than nine (9) inches in height.
  - Provide three (3) copies of the sign detail plans; and
  - If a Building Permit is required, in addition to a Sign Permit, approval by the Building Plan Review Section is required prior to issuance of a Sign Permit.



- **Illumination/Lighting Details.** Details showing compliance with the illumination and lighting requirements must accompany the application and must demonstrate the following information:
  - Internally illuminated signs shall not exceed twenty (20) foot candles of light at a distance of ten (10) feet from the structure;
  - Externally illuminated signs shall be lighted so that lights are positioned in such a manner that light does not produce glare nor does it shine into the eyes of motorists or pedestrians so as to create a hazardous or dangerous condition;
  - Externally illuminated signs shall have lights with directional cut-offs which do not allow the light source to be seen by passersby;
  - All fixtures shall be ground mounted. No more than two (2) fixtures per side. No more than 2% of light may go above horizontal;
  
- **Building Permit (if required).** Submit three (3) complete sets of drawings which clearly indicate the structural and electrical construction requirements for each proposed sign and at a minimum contain the following information:
  - Drawings for each illuminated sign shall clearly indicate the electrical requirements including the size and location of the electrical disconnect, the type and size of wire, the conduit size and estimated load. Drawings shall also specify the name of a nationally recognized organization as applicable to the illuminated sign to be installed;
  - Electrical installations shall meet the requirements of the NFPA National Electrical Code and must be performed by a Georgia Licensed electrician;
  - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection;
  - Drawings for each sign structure shall clearly specify the required materials, sizes, and locations for all structural components. Complete details shall be provided that clearly indicates the required connections between all structural components including anchorage to the foundation. Details shall also indicate required attachments of sign cabinets to the supporting structure; and
  - Sign foundation requirements shall be clearly indicated on the drawings including, but not limited to, footing size and reinforcement, 28-day compressive strength of concrete, anchor bolt size and embedment depth.
  
- **Signs Requiring Engineered Plans.** Submit three (3) complete sets of design plans, each with original seal and signature by a Georgia Registered Professional Engineer, for signs that exceed twelve-feet (12') in height above grade or signs with supporting structures, including monument signs, that exceed 50 square feet in area. Submitted design plans shall contain the following minimum design data in addition to the information required above for building permits:
  - State on drawings that the design complies with the SBCCI Standard Building Code;
  - State on drawings that the wind load design complies with ASCE 7 (Minimum Design Loads for Buildings and Other Structures);
  - State on drawings the Basic Wind Speed (mph), Design Wind Pressure (psf), and Exposure Category (B or C);
  - State on drawings the minimum required soil bearing capacity (psf); and
  - State on drawings the structural material specifications (including but not limited to ASTM designation, yield strength (ksi), and material grade, if applicable.
  
- **Inspection Requirements.** Drawings for sign structures that have been stamped/approved by the Building Official shall be kept readily accessible at the job site at all times during construction; and
  - The building permit card shall be posted in the immediate vicinity of the proposed ground sign location;
  - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection;
  - Each sign, for which a building permit has been issued, requires inspection by the building inspector during each of the following stages of construction:
    - A foundation inspection is performed after excavation and prior to concrete placement with steel reinforcement, anchor bolts, and structural posts in place;
    - An electrical inspection is performed only after the foundation has been inspected and approved by the City inspector; and
    - A final inspection is performed after completion of all construction and upon successful completion, a Certificate of Completion will be available for pickup the following business day.

- **Appeal/Administrative Review.** Any person aggrieved or affected by the decision of the Director of Planning and Development relating to the application of the Zoning Ordinance, may appeal to the Zoning Board of Appeals for relief or reconsideration within thirty (30) days from the date of the adverse determination by the Director of Planning and Development and/or Code Enforcement Officer.
- **Expiration Date.** A Sign Location Permit expires if construction of the sign has not been completed within six (6) months from the date of permit issuance.