



ARM POLE
BANNER SIGN
PERMIT
APPLICATION PACKAGE

(For Arm Pole Banner Signs ONLY)

- **“How to Obtain an Arm Pole Banner Sign Permit”**
- **Arm Pole Banner Sign Permit Application Form**
- **Arm Pole Banner Sign Permit General Information**

HOW TO OBTAIN AN ARM POLE BANNER 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) 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 770.985.3515 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) to determine which Zoning District(s) would permit the use of the proposed business.
- Step 3. Review Sign Ordinance.** Review the Snellville Zoning Ordinance, Article 12, Signs (www.snellville.org) to ensure compliance with the City's Sign Ordinance.
- Step 4. Obtain an Arm Pole Banner 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, 2nd Floor, or by calling 770. 985.3514, or printed from the City's website (www.snellville.org).
- Step 5. Complete the Arm Pole Banner Sign Permit Application Form,** attach the required:
- a) **Arm Pole Banner Sign and Attachment Details;**
 - b) **\$15.00 Review Fee.**
- Step 6. 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 7. 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 8. 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 9. Sign Order and Installation.** Upon receipt of a signed and approved Arm Pole Banner Sign Permit Application (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.

ARM POLE BANNER SIGN PERMIT APPLICATION FORM

Please complete this application and submit with all necessary attachments as stated in the “arm Pole Banner 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: _____ Suite: _____
Shopping Center / Office Center Name: _____
Business or Trade Name: _____

Arm Pole Banner Sign Details
Dimensions of Arm Pole Banner Sign: _____ " (wide) X _____ " (long) = _____ sq. in. OR _____ sq. ft.
Arm Pole Banner Type: <input type="checkbox"/> Single Pole <input type="checkbox"/> Double Pole Number of Parking Light Poles to Receive Banners: _____
Elevation Height of Lowest Arm Pole (measured from ground to bottom of banner): _____ (inches)
*** MUST PROVIDE ARM POLE BANNER SIGN DRAWINGS, PARKING LOT LIGHT POLE LOCATION PLAN, AND ARM POLE ATTACHMENT DETAILS ***
PER SECTION 12.4(B)(10), ARM POLE BANNERS SHALL NOT EXCEED TWO ARMS PER PARKING LOT LIGHT POLE; EACH BANNER NOT TO EXCEED SIX (6) SQ. FT. IN AREA; AND LOCATED AT A MINIMUM OF TEN (10) FEET ABOVE THE GROUND.

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."

Sign Ordinance Definitions & Information

Arm Pole Banner. A banner attached to one or two arms mounted perpendicular to a vertical pole.

Sign Area. The copy of signs composed of individual letters, numerals, or other devices shall be the sum of the area of the smallest rectangle or other geometric figure encompassing each of said letter or device as well as spaces between each letter or device. Curved, spherical, or any other shaped sign face shall be computed on the basis of actual surface area.

Banner. A sign with or without characters, letters, illustrations, or ornaments applied to cloth, paper, flexible plastic, or fabric of any kind with only such material for backing.

Property Owner / Business Owner / Owner's Agent Signature

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the owner or duly authorized agent of the owner for the placement, installation and/or maintenance of sign(s) hereunder. I further certify that all necessary building and/or electrical permits required for the installation of sign(s) will be obtained prior to installation. I understand that the Canopy Sign Permit Application dated and signed by the Director of Planning and Development shall serve as the official Canopy Sign Permit.

Signature

Date

Printed Name

Title / Position

Property Owner
 Business Owner
 Owner's Agent

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

Application Receive Date: _____ Zoning District: _____ RPIN #: _____

CHECK HERE if Variances Approved for Signage: Case No. _____ Approval Date: _____

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: _____
Director, Department of Planning & Development Date of Action

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 (if req.):	\$ _____	_____	_____	
TOTAL FEES COLLECTED:	\$ _____			

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: _____

ARM POLE BANNER SIGN PERMIT
GENERAL INFORMATION & GUIDANCE DOCUMENT

* * * KEEP FOR YOUR RECORDS * * *

This document's purpose is to provide general guidance in obtaining an Arm Pole Banner 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 Wall Sign Permit application:

- **Multiple Signs.** No business shall be allowed an additional conforming sign until it has removed any existing non-conforming sign or signs. Provided, however, that on parcels with 3 or more businesses, at least 2 of which are party to a lease or leases, any business that does not own or control the non-conforming sign may submit an application to erect a wall sign.
- **Application Form.** Complete an Arm Pole Banner 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. **Applications determined to be incomplete or that contain information that is not 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.**
- **Arm Pole Banner Sign Permit Review Fee.** The \$15.00 review fee (non-refundable) must accompany the application form (upon the initial submittal and again upon any subsequent re-submittals).
- **Other Sign Permits.** The following signage type requires submittal of a separate sign permit application:
 - Wall Sign
 - Window & Door Sign
 - Awning Sign
 - Canopy Sign
 - Monument/ground Sign
 - Electronic Message Board Sign
- **Arm Pole Sign, Location Plan and Attachment Details.** Arm pole banner sign and attachment details must include: a) complete dimensions of all banner signs and showing total sign area in square feet; b) arm pole attachment details, showing attachment of the arm pole to the parking lot light pole; c) location plan showing the parking lot light poles to receive the arm pole signs, and d) **provide three (3) colored sets** of arm pole banner sign detail, location plan and attachment details.
- **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.** An Arm Pole Banner Sign Permit shall become null and void if the sign from which the permit was issued has not been completed within six (6) months after the date of issuance.