



## **TEMPORARY FREESTANDING GROUND SIGN PERMIT APPLICATION PACKAGE**

**FOR PROPERTIES AFFECTED BY GDOT DLTI ROADWAY  
IMPROVEMENT AT US HWY 78 AND SR 124**

- **Temporary Freestanding Ground Sign  
Permit Application Form**
- **“How to Obtain a Temporary  
Freestanding Ground Sign Permit”**
- **Electrical Permit Application (if required)**

**RES 2017-04  
(APPROVED 2-27-2017)**

**RESOLUTION TO PROVIDE FOR A TEMPORARY MORATORIUM ON ENFORCEMENT  
OF TEMPORARY SIGNAGE PROVISIONS OF THE MUNICIPAL CODE OF SNELLVILLE  
AND THE ZONING ORDINANCES OF THE CITY OF SNELLVILLE REGARDING  
PROPERTIES AFFECTED BY THE DEPARTMENT OF TRANSPORTATION'S  
CONSTRUCTION OF THE DISPLACED LEFT TURN INTERSECTION IN THE CITY OF  
SNELLVILLE**

WHEREAS, the Georgia Department of Transportation is constructing a Displaced Left Turn Intersection (DLTI) in the heart of the City of Snellville at the intersection of U.S. Highway 78 and State Route 124; and

WHEREAS, the Department of Transportation has condemned numerous parcels of land and been granted easements in the area surrounding the intersection; and

WHEREAS, said condemnations and easements require many businesses to remove previously approved monument and pylon signage; and

WHEREAS, the Mayor and Council desire to prevent the properties affected by the construction from being harmed by the loss of their permanent signage; and

WHEREAS, the Mayor and Council believe it is in the best interest of the Citizens of Snellville to allow limited temporary signage in the affected area; therefore

BE IT RESOLVED, by the Mayor and Council of the City of Snellville, that the City of Snellville Planning and Zoning Department will temporarily suspend enforcement of the temporary signage provisions of Article XII of the Code of Ordinances of the City of Snellville for properties that have an existing monument or pylon sign that is required to be removed by the Georgia Department of Transportation as part of the Displaced Left Turn Intersection construction (Georgia D.O.T. DLTI Project #0006439). The moratorium shall only apply as follows:

- a. The moratorium only pertains to Sign Ordinance regulations regarding 'Temporary signage.' It does not include temporary 'Banners' and 'Feather-Flags.'
- b. Only a temporary single or double faced sign, not to exceed 32 sq. ft. in area each and not to exceed eight (8) feet in total height may be erected with an approved sign permit from the City of Snellville.
- c. Only one (1) temporary single or double faced sign may be erected per road frontage and/or curb-cut existing at time of commencement of construction.
- d. For double-faced signs, the interior angle formed by the sign display area shall not exceed ninety (90)-degrees.
- e. Signs shall be located out of the public right-of-way and outside of the Georgia D.O.T. temporary construction easement.
- f. Signs may be externally illuminated, provided the light source is shielded and does not produce a glare nor shine into the eyes of passing motorists or pedestrians. Overhead, or above ground electrical service shall be prohibited. An electrical permit shall be required.
- g. Internally illuminated signs or cabinet signs shall be prohibited.

Said moratorium shall begin at 12:00 AM on March 14, 2017 and conclude eighteen (18) months later at 12:00 AM on September 15, 2018.

**TEMPORARY FREESTANDING GROUND SIGN  
PERMIT APPLICATION FORM**

SLP-TC #
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Please complete this application and submit with all necessary attachments as stated in the "Temporary Freestanding 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: _____	
Building Number: _____ Building Letter: _____ Suite (if applicable): _____	
Business Name for Signage: _____	

Will Sign be Illuminated?  No  Yes (External Illumination Only)

Sign will be:  Single Face Construction  Double Face Construction (interior angle less than 90 degrees)

**ALL TEMPORARY FREESTANDING GROUND SIGNS MUST MEET THE FOLLOWING REQUIREMENTS:**

- Total Sign Area is 32 square feet or less?  Compliant  Non-Compliant
- Sign WILL NOT be placed within the public Right-of-Way?  Compliant  Non-Compliant
- Sign WILL NOT be placed within any DOT Construction Easement?  Compliant  Non-Compliant
- Sign location will not disturb any existing trees and/or landscape strips or landscape areas?  Compliant  Non-Compliant
- Sign height DOES NOT exceed eight-feet (8') above ground?  Compliant  Non-Compliant
- Sign location DOES NOT create any sight obstruction to the public?  Complaint  Non-Compliant
  
- Sign Location confirmed by:  Recent Site Survey  GDOT Plat (8-1/2"x11" reduction of Survey/Plat must accompany application)
- Are there any EXISTING Monument/Ground located on the property?  No  Yes, if yes, what will happen with these existing signs? \_\_\_\_\_

Only one (1) temporary single or double faced sign may be erected per road frontage and/or curb-cut (WHICHEVER IS GREATER) existing at time of commencement of construction.

**PROPOSED SIGNS TO BE ERRECTED:**

Road Frontage (Name) of Proposed Temp. Ground Sign	Total Sign Area (Sq. Ft.)	Maximum Sign Height (from ground)	Setback From Right-Of-Way	Single Face Sign	Double Face Sign	Illuminated Yes / No

**ITEMS TO ATTACH TO APPLICATION:**

- Sign Drawings and Details
- Sign Location Plan using GDOT Project/Construction Plan
- Completed Electrical Permit with Electrical Details (if signs are to be illuminated)

\*\*\*\*\* Property Owner / Business Owner Signature \*\*\*\*\*

I hereby certify that there are no existing signs except those indicated on this application or that any ground sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the property owner or business owner and responsible for the placement and maintenance of sign(s) proposed herein. I further certify that the necessary Sign Location Permit and Electrical Permit required for the installation of the sign(s) will be obtained prior to installation. I understand that an approved Temporary Ground Sign Permit Application shall serve as the official Temporary Ground Sign Permit.

Further, I understand that a temporary freestanding ground sign is permitted only in connection with the GDOT DLTI Roadway Project #0006439 on the parcel on which the project contains a construction easement during the duration of the construction period. All temporary ground signs shall be removed immediately upon completion of construction activity on the parcel for which this permit has been issued, or upon permit issuance for a permanent Monument/Ground Sign, whichever first occurs.

\_\_\_\_\_  
Signature of Property Owner / Business Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\*\*\*\*\* To Be Completed by Planning & Development Staff \*\*\*\*\*

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

Application Checked By: \_\_\_\_\_ Date: \_\_\_\_\_  
Development Review Staff

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

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Development Review Staff

Date of Action

**FEES COLLECTED:**

**RCVD BY:**

**DATE PAID:**

Sign Permit Application Review Fee: \$ 15.00 \_\_\_\_\_ (Collected upon application submittal)

Sign Permit Fee: \$ N/A \_\_\_\_\_

Electrical Permit Fee (if required): \$ 30.00 \_\_\_\_\_

TOTAL FEES COLLECTED: \$ \_\_\_\_\_

## HOW TO OBTAIN A TEMPORARY FREESTANDING GROUND SIGN PERMIT

- Step 1. Obtain a Temporary Freestanding 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 2. Complete the Temporary Freestanding Ground Sign Permit Application Form,** attach the required **a) Temporary Freestanding Ground Sign Details** (with dimensions & square feet information), **b) Sign Location Plan** (with the sign location indicated and all road frontage(s) and distance(s) from Right-of-Way provided), attach the **d) \$15 Review Fee.**
- Step 3. 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
- Step 4. Application Review and Site Inspection.** Applicants will be notified within **10 business days** following complete 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 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 5. Permit Pickup.** When contacted by Planning Department staff that the permit is ready for issuance, a return visit to Planning & Development Department is necessary.

**Inspections & Certificate of Completion.** If an Electrical Permit is required, a final electrical inspection must be scheduled, successfully passed and a Certificate of Completion issued prior to use of the sign. Inspections are requested by calling 770.985.3513 to schedule 24-hours in advance.