



## **ENTRANCE SIGN** **PERMIT APPLICATION PACKAGE**

**(Residential Subdivision / Multi-Family / Office or Industrial Park)**

- **“How to Obtain an Entrance Sign Permit”**
- **Entrance Sign Permit Application Form**
- **Existing Signage Removal Affidavit**
- **Entrance Sign Permit General Information**
- **Building Permit Application**

## HOW TO OBTAIN AN ENTRANCE SIGN PERMIT

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

- Step 1. Verify Location is in the Snellville Municipal City Limits.** Verify the physical development 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 development location is properly zoned to allow the proposed use of the property. If the zoning 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 development 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 development.
- Step 3. Review Sign Ordinance.** Review the Snellville Zoning Ordinance, Article 12, Signs ([www.snellville.org](http://www.snellville.org)) to ensure compliance with the City's Ordinance.
- Step 4. Obtain an Entrance 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 Entrance Sign Permit Application Form,** attach the required:
- Entrance Sign Details** (see General Information below);
  - Illumination/Lighting Details** (see General Information below);
  - Entrance 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);
  - Building Permit Application;** 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 (or emailed), 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 Entrance Sign Permit Application/Sign Location Plan and Building Permit, 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.

**ENTRANCE SIGN  
PERMIT APPLICATION FORM**

Please complete this application and submit with all necessary attachments as stated in the “Entrance 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: \_\_\_\_\_

Development Type:  Platted Residential Subdivision  Multi-Family Development  Office/Industrial Park

Subdivision or Development Name: \_\_\_\_\_

**Entrance Sign Details**

Describe:

  
  
  
  

**Additional Sign Permit Requirements**

➤ Entrance Signs that REQUIRE both a Sign Location Permit AND Building Permit include (please check each):

- Sign and any Support Structure that Exceed 32 Square Feet in Area?  No  Yes
- Sign and any Support Structure that Exceed Six (6) Feet in Height Above Grade?  No  Yes
- Sign that is Externally Illuminated?  No  Yes

➤ Entrance Signs that REQUIRE Design by a Georgia Registered Professional Engineer (please check):

- Sign/Support Structure that EXCEED Twelve (12) Feet in Height Above Grade?  No  Yes
- Sign/Support Structure that EXCEED 50 square feet in area?  No  Yes

## Sign Ordinance Definitions & Information

**Entrance Sign.** A permanent sign located at a public street or private driveway entrance to a platted residential subdivision/development, multi-family development, non-residential office park or industrial park, or office-condominium development which identifies said development or subdivision.

**Sign Area.** The entire area within a continuous perimeter, enclosing the extreme limits of sign display, NOT to include the base of a monument sign or other sign support system.

**Entrance sign(s).** A maximum of two (2) permanent signs, per entrance, into any platted residential subdivision/development, multi-family development, non-residential office park or industrial park, or office-condominium development is permitted. Such signs shall not be included in the calculation of aggregate sign area for any lot.

Signs shall be constructed and containing at least eighty percent (80%) brick or brick veneer, but not simulated/faux brick or painted brick; natural stone or stone veneer, but not simulated/faux stone or painted stone; traditional stucco, but not EIFS; or any combination thereof. The remaining twenty-percent (20%) shall be considered decorative elements of accent/trim materials such as natural wood, tile, metal, concrete, or cement based products.

Colors of said materials shall be selected from Appendix VII-A, Exterior Color Palette. No more than three (3) different colors shall be used on any sign. Signs may be externally illuminated only.

### SIGN AREA AND SETBACK REQUIREMENTS

Maximum Size per Sign:	32 sq. ft. of copy/sign area.
Number of Signs Permitted:	One per lot. Two total signs per entrance.
Maximum Sign/Structure Height:	12 feet.
Setback from Right-of-Way:	0 feet for signs no higher than 4 feet 5 feet for signs over 4 feet 10 feet for signs over 10 feet.

## Property Owner / Owner's Agent Signature

I hereby certify that there are no existing entrance signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new entrance sign(s) is 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 Entrance Sign Permit Application dated and signed by the Director of Planning and Development shall serve as the official Monument/Ground Sign Permit.

_____	_____	<input type="checkbox"/> Property Owner
Signature	Date	<input type="checkbox"/> Business Owner
_____	_____	<input type="checkbox"/> 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: \_\_\_\_\_

**ENTRANCE SIGN PERMIT**  
**GENERAL INFORMATION GUIDANCE DOCUMENT**

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

This document's purpose is to provide general guidance in obtaining an Entrance 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 Entrance Sign Permit application:

- **Application Form.** Complete an Entrance 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).
  
- **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 structure/feature (if any); and
  - Provide three (3) copies of the site location plan/property survey.
  
- **Entrance 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 support and footing details of all 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.;
  - 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.
  - Provide three (3) copies of the sign detail plans.

- **Illumination/Lighting Details.** Details showing compliance with the illumination and lighting requirements must accompany the application and must demonstrate the following information:
  - 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;
  - 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;
  
- **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.** An Entrance Sign Permit expires if construction of the sign has not been completed within six (6) months from the date of permit issuance.