



# CITY OF CUMMING

## Department of Planning and Zoning

100 MAIN STREET • CUMMING, GEORGIA 30040 • (770) 781-2020 • FAX (770) 781-3482

### APPLICATION FOR SIGN PERMIT

**Complete a separate application for each sign. Review fee is required for each application.**

- Applications must include the type of sign, which shows the height of the sign, the area of the face of the sign, and the structural supports of the sign.
- The survey of the property on which the sign will be located. The survey shall include the proposed sign location and the distance from the proposed sign to property lines, structures, paved street surface, existing signs, and right-of-way.
- Name, address, phone number and business license of the individual or entity erecting the sign.
- The name(s) and address(es) of the owner(s) of the real property upon which the subject sign is to be located, and the consent of the owner, or his agent, in writing, granting permission for the placement or maintenance of subject sign.
- Separate permit required for electrical work

#### Property Address Information

Site Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Parcel: \_\_\_\_\_  
Zoning class: \_\_\_\_\_ Business Name: \_\_\_\_\_

#### Contact Information

Contractor Business Name: \_\_\_\_\_ Name \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Project Information:

Description of work: \_\_\_\_\_  
 Banner       Monument       Wall Sign  
 Erect New Sign    Replace Sign    Change Content  
Dimensions: \_\_\_\_\_ Height above ground: \_\_\_\_\_ Total sq.ft. \_\_\_\_\_  
Flush:  Yes    No      Lighted:  Yes    No      If yes,  Internal  External lighting  
Angle with Wall: \_\_\_\_\_ Value of job (bid price): \$ \_\_\_\_\_



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### Acknowledgment

**Permit Fee Calculation-** Permit fees shall be calculated based on the total construction (bid) value of the project at a rate of \$40 per \$1,000, or fraction thereof. Minimum permit fee: \$40.00

**Plan Review Requirement-** All sign plans are required to be reviewed and approved prior to permit issuance. Plan review fee: \$50.00 per sign

**Owner Authorization-** A letter of authorization from the property owner must be submitted before a sign permit can be issued.

**Inspections must be done on footings, sign and electrical per zoning ordinance. It is your responsibility to call in for final inspections to complete permit. Failure to call in inspections may result in denial of future permits for your company.**

*Acceptance of this permit and erection of the sign approved herewith shall irrevocably bind the owner of the land, the permit holder, their successors and assigns (hereinafter collectively the "Permit Holder") to pay any and all costs of relocation of the sign in the event that the City expands the road or right of way adjacent to the sign. The Permit Holder agrees that it acquires no vested rights to any sign or right to erect a sign on the property location and agrees to make no claim for condemnation, inverse condemnation or other loss or damage as a result of the inability of Permit Holder to maintain or erect a sign at this location. Furthermore, the Permit Holder agrees that because there are no vested rights in the ability to maintain or erect a sign at this location, the presence of a sign or the permitting of a sign on the property shall not factor into the compensation for any expansion of road right of ways which actually includes part or all of the property. The Permit Holder agrees that the permit is a conditional license that may be revoked by the City at any time due to the need for road or other utility improvements and that the Permit Holder has taken all of these factors into consideration when buying or leasing the land upon which the sign will be located and when designing, constructing and maintaining the sign. By signing below, I indicate that I have completed this application to the best of my knowledge and ability, that the matters stated herein are true and correct, that I understand that any falsehood discovered in this application shall be grounds for immediate denial or revocation of any permit associated with this application, and that I agree to be bound by the terms of this application, as well as the Sign Ordinance and all applicable regulations of the City of Cumming, Georgia.*

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_