

Approved _____ Denied _____
Fee \$ _____
GL# 32.2230

Expiration Date _____
(for temporary permits)



APPLICATION FOR SIGN PERMIT

The procedure for approval of Sign Permits is set forth in Section of the Unified Development Code (UDC). Sign Permits shall be in conformance with the codes adopted by the City of Villa Rica. Generally, the process involves review by the Office of Community Development.

Please complete the blanks with the information requested. If any of the information or required materials is missing or incomplete, the application will not be processed. A sketch or picture of the proposed sign MUST be attached.

Date of Application: _____

IS SIGN PERMANENT _____ OR TEMPORARY _____

(Note: A temporary sign permit is for 30 days and may be renewed up to three (3) times annually.)

APPLICANT

Name of Business:: _____

Owner Name: _____

City Business License Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ - _____ Fax: () _____ - _____

Email Address _____

SIGN DETAIL

Square Footage of Sign: _____

Will sign be electrical? _____

Sign Height: _____

(Electrical signs require an additional permit)

Premises: On _____ Off _____ (Off Premise signs require written permission of property owner)

Description of Project (Please provide as much detail as possible. Attach additional sheets if needed.):

In consideration of the issuance of this permit, the undersigned hereby agrees to comply with all adopted building codes and land use regulations of the City of Villa Rica as described in the City Code.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

Signature of Business Owner

Date

Note: A sign permit shall become null and void if the sign for which the permit was issued has not been completed and installed in accordance with the permit application within six (6) months after the date of issuance.

To Be Filled in By Community Development Director:

Zoning: _____ Permit #: _____

Maximum Sign Height: _____

Maximum Size Allowed: _____

Minimum Distance from Any Property Line: _____

Type of Sign:

Wall

Monument

Banner

Other _____

On Premises

Off Premises

Fee: _____ Date Received: _____

EXPIRATION DATE (for temporary signs): _____

OFFICE OF COMMUNITY DEVELOPMENT

SPECIAL NOTES:

