

Sign Review Application

Coweta County, Georgia

22 East Broad St., Newnan, GA 30263
Telephone: (770) 254-2635 Fax: (770) 254-3705
www.coweta.ga.us/resources/planning.html

Name of tenant/business: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Owner(s) of Property: _____

Address: _____

Name of Sign Installer: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Applicant Contact: _____ E-mail: _____

Sign Information

Site Address of Sign: _____

Type of Sign (wall, monument, banner, etc.): _____

Total Square Footage of sign area: _____ Area of wall: _____

Projection (inches), if wall sign: _____ Distance above ground level (feet): _____

Total Height of Monument Sign: _____ Removal Date (for Banners): _____

Value of Sign: _____ Setback from road/right-of-way: _____

.....
Print name of property owner: _____

I, _____ (signature), hereby certify that I am the owner of the property on which the proposed sign will be located and I approve of its design and location. Furthermore, I have personally appeared before the undersigned office authorized to administer oaths, and after being duly sworn on oath I depose and state the facts contained in this application are true and correct. Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public

.....
Date _____ Approved/Denied By _____

Comments/Required Action _____

The following items shall be submitted along with a completed Sign Review Application to the Coweta County Planning Department for review and approval:

- 1) A survey of the lot on which the sign is to be erected indicating the following:
 - a) Showing street address of the property upon which the subject sign is to be located.
 - b) The proposed location of the subject sign on the property.
 - c) The distance of the proposed sign from property’s boundaries, and all existing structures or buildings on the property.
- 2) Written consent of the owner of the property, or his/her agent, granting permission for the placement, maintenance, size and height of the sign to be placed on the property.
- 3) For wall signs: a set of building elevations.
- 4) Prints or drawings of the plans and specifications for the proposed sign, together with structural details for construction and attachment to a building or placement in the ground. A single submission may be permitted for standardized signs.
- 5) Any valid contractor or subcontractor license for sign installer.

Sign Review Fees:

1) Wall, canopy, projecting	\$25.00
2) Sign approval decal for banners	\$5.00 ea.
3) On-premise monument, single-tenant sign	\$50.00
4) On-premise monument, multi-tenant sign	\$100.00
5) Interstate sign	\$600.00
6) Menu Boards	\$25.00
7) Master Sign Plan Review	\$200.00
8) Minor Sign Alteration/Business Change	\$25.00

*Simultaneous application at one location shall be assessed the greatest fee and one-half fee for remaining signs.

Sign Building Permit:

Upon approval of the Permit Review Application by the Planning Department, the original application will be transmitted to the Coweta County Building Inspections Department, 4 Madison St., Newnan, for issuance of a sign permit. Building permit fees are based on the cost of the sign with a minimum fee of \$25.00. Any electrical work will require an electrical permit in addition to the building permit. Contact the Building Inspections Department, Telephone 770-254-2660, if you have any questions regarding this process.



OFFICIAL USE ONLY

Property Tax ID# _____ Zoning Map ID# _____

Zoning Classification _____ Zoning Fee _____

Reviewer’s Initials _____