City of Morrow

Planning & Economic Development Department

SIGN PERMIT APPLICATION

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) Email: MTracy@MorrowGA.gov

APPLICATION DATE: ___/ ___/ ___

PERMIT NO. _____

Business & Tenant Information:

BUSINESS ADDRESS:	BUSINESS NAME/PROJECT:	
TENANT NAME:	PHONE:	ACREAGE:

Property Owner Information:

I, _____ OWN SAID PROPERTY/AM THE LAND LORD AND I CERTIFY THAT THE CONTRACTOR IS AUTHORIZED TO OBTAIN ALL NECESSARY SIGN PERMITS AND DOCUMENTATION NEEDED TO COMPLETE INSTALLATION/REMOVAL OF SAID SIGNS AT THE PROPERTY ADDRESS ABOVE. I HAVE ATTACHED A LETTER WITH MY OFFICIAL SIGNATURE CONFIRMING THE ABOVE STATEMENTS.

PHONE #:	EMAIL:

Proposed Sign:

PURPOSE OF PERMIT: **[CHECK ONE (1) SIGN TYPE]**

☐ WALL SIGN ☐ WINDOW SIGN ☐ AWNING ☐ PYLON FACE CHANGE ☐ GROUND MONUMENT ☐ TEMPORARY/PROMOTIONAL BANNER

☐ STANCHION SIGN ☐ INTERSTATE/BILLBOARD SIGN ☐ SIGN REMOVAL ☐ TEMPORARY FOR LEASE/SALE OTHER: _____

BUILDING WALL FACE SQ. FT.:	PROPOSED SIGN DIMENSIONS: _____ x _____ = _____sq.ft.	REMAINING SIGN AREA:	RIGHT-OF-WAY SETBACK (Ground):

ELECTRICAL REQUIREMETS: OUTLETS _____ LIGHTING _____ POWER CONNECT/VOLTAGE: _____

Contractor Information:

COMPANY NAME:	CONTACT PERSON:	BUSINESS LICENSE#:
ADDRESS:		PHONE #:
EMAIL:		

Est. Construction Cost: $_____ ***(including labor and materials)*** **MINIMUM FEE IS $130**

____ [Initial] **I herby certify that I have read and examined this application and know the same to be true and correct. The granting of a sign permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. This application is hereby made according to the laws and ordinances of the City of Morrow to obtain a sign permit to erect, install, remove, replace, reface a sign in the City as described herein and shall be submitted with accompanying plans and specifications, to be located as shown on colored renderings and a site plan and, if granted, will conform to all laws and ordinances regulating the same. Proper permits must be obtained before work is begun or fees shall be doubled. I hereby attest that the signs erected will only be those signs approved by the City.**

Date:_____ Printed Name:_____ Signature:_____

FOR OFFICE USE ONLY : ***(Processed and entered into the system)***

ZONING VERIFIED: _____ **ACCEPTED BY:**_____ **DATE RECEIVED:** _____ _____

APPLICATION/PERMIT FEE: $_____ **PAYMENT METHOD:** ☐ CHECK ☐ CREDIT/DEBIT CARD ☐ MONEY ORDER **CHECK #** _____

APPROVED/DENIED BY: _____ __ _____ **DATE:** _____

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SIGN PERMIT CHECKLIST**

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THE APPLICATION TO PROCESS YOUR SIGN PERMIT:

1. ☐ **ADDRESS FOR PROPOSED SIGN**

2. ☐ **SIGN COMPANY/CONTRACTOR**

3. ☐ **SIGN INFORMATION**

4. **WALL, WINDOW, & AWNING SIGNS:**

   ☐ **LETTERING CONSISTS OF INDIVIDUALIZED CHANNEL LETTERSRACEWAY**
   ☐ **LETTERS TO BE MOUNTED ON RACEWAY TO MATCH THE COLOR OF BACKGROUND**
   ☐ **LED ILLUMINATION**
   ☐ **SECURELY FASTENED TO BUILDING**
   ☐ **COLORED DRAWINGS**
   Three (3) Colored sets of accurately scaled drawings of plans, contents, specifications, and method(s) of construction and attachment to the building or other structures, and any other limiting site features. (8 ½" x 11")

   ☐ **SQUARE FOOTAGE OF THE BUILDING WALL FACE (Height x Length)**

5. **AUTHORIZATION FROM OWNER/LANDLORD**
   ☐ **States that the property owner/landlord has given written permission to the sign company to erect a sign and pick up the sign permit.**

6. **COMPUTATION OF SIGN AREA:**
   ☐ **Provide Photos of all proposed and existing signs, including the square footage of each.**

7. **STANCHION/GROUND/MONUMENT SIGNS**
   ☐ **Provide site plan designating the location of the proposed sign. All other existing ground signs should be identified. No Freestanding Sign Shall Be Located Within 30 ft of an existing freestanding sign.**

   ☐ **Provide distance from the proposed sign location to the property line and right-of-way**

8. ☐ **PERMIT FEE AMOUNT (MINIMUM $130)**

**** I have read and understand the above information and certify that my submittal reflects applicable sign regulations. I also understand that all signs erected under an issued permit must meet these requirements as stated.**

Name: _____

Date: _____

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APPLICATION/BUSINESS NAME

_____

ADDRESS FOR PROPOSED SIGN:

_____

PROPERTY OWNER INFORMATION:

_____

SIGN INFORMATION

☐ **TOTAL AREA OF BUILDING WALL FACE (WALL/WINDOW)**

_____

☐ **TOTAL SIGN AREA**

_____

☐ **REMAINING WALL SIGN AREA** _____

☐ **TOTAL SIGN AREA (Stanchion/Ground, etc)**

_____

☐ **DISTANCE FROM R.O.W.**

_____