



CITY OF JONESBORO
 1859 City Center Way
 Jonesboro, Georgia 30236
 City Hall: (770) 478-3800
 Fax: (470) 726-1646
 www.jonesboroga.com

SIGN PERMIT APPLICATION

ATTACH ADDITIONAL PAGES IF NECESSARY. ALL ATTACHMENTS MUST BE NUMBERED. INDICATE THE PAGE NUMBER OF ATTACHMENT IN THE SPACES PROVIDED FOR EACH RELEVANT ANSWER. USE A SEPARATE PAGE FOR EACH NECESSARY QUESTION/ANSWER ATTACHMENT.

ANY MISSTATEMENT OR CONCEALMENT OF FACT IN THIS APPLICATION SHALL BE GROUNDS FOR REVOCATION OF THE LICENSE ISSUED AND SHALL MAKE THE APPLICANT LIABLE TO PROSECUTION FOR PERJURY. PLEASE DO NOT LEAVE ANY AREAS UNANSWERED.

APPLICATION FEE: \$60.00 (Non-Refundable). The Sign Permit fee is an additional cost. The City of Jonesboro will calculate and advise fees due.

Administrative fee	(flat fee) \$60.00
Area of Sign 1-10ft ²	(flat fee) \$35.00
Area of Sign 11-25ft ²	(flat fee) \$60.00
Area of Sign 26-50ft ²	(flat fee) \$90.00
Area of Sign 51ft ² and greater	(flat fee) \$120.00
Temporary Signs Two permits allowed per property per year. First is free and a flat fee is required for 2nd permit.	(flat fee for second permit) \$30.00

Date of Application: _____

PLEASE PRINT OR TYPE This is an application for authorization to erect/change signage. A permit fee of \$_____ will be charged and must be submitted with this application, and is based on the City of Jonesboro Schedule of Fees. The signage fees are based on independent sign size. A separate application is required for each new sign or for any change to an existing sign.

Once authorization has been given, and within 10 days of work completion, the applicant must request in writing a final permit. Included with your final permit request must be a current and dated photograph of each face of the sign and a signed affidavit that the photographs are accurate, with a statement that the sign was erected/changed as described in the application. False statements made on this application are grounds for revocation of the sign permit authorization

The city shall process all sign authorizations/permit applications, within 45 days of the city's receipt of completed application. Once written authorization has been issued, all work must be completed within 180 days. If, after 180 days, the City has not received report of completion, the authorization shall become null and void and no final permit will be issued.

Description of Permit

Please check:

- New Sign
 - Change to Existing Sign
 - Ground Sign
 - Window Sign
 - Subdivision Sign
 - Projecting Sign Wall Sign
 - Entrance Sign
 - Special Event Sign
 - Other (describe below)
-

Property Owner or Applicant Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Evening) _____

*Signature: _____

***By signing the above line, Property Owner gives permission for appropriate actions.**

Jonesboro Property Information

Existing Uses and Structures: _____

Surrounding Uses and Structures: (See Official Zoning Map): _____

Surrounding Zoning:

North: _____ South: _____ East: _____ West: _____

Property Address of Sign: _____

Complete dimensions and total area of the sign: _____

What is the position of the sign in relation to nearby buildings/structures and other signs?

What is the position of the sign in relation to nearby buildings/structures and other signs?

What are the setbacks from right-of-ways, property lines and easements?

Name of person, firm, corporation or association erecting the sign is:

Name of business/activity at the address where the sign is to be erected:

Is this in a planned development?

Attach to this application a written description of all other signs located on the lot, indicating the sign type, size and placement. (Master Signage Plan)

Include one accurate scale drawing of the sign plans you are requesting a permit for. Include:

- specifications and method of construction
- materials used in the construction of the sign itself
- how the sign(s) will be attached to the building or ground
- a scale drawing of the site showing driveways, structures, existing and proposed signs
- any other limiting site features.
- Indicate if the sign will be illuminated

NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-3800

FOR OFFICE USE ONLY:

Date Received: ___/___/20___ Received By: _____

Fee Amount Enclosed: \$_____

Date Approved: ___/___/20___

Date Denied ___/___/20___

Permit Issued ___/___/20___

Comment:

PROPERTY OWNER’S AUTHORIZATION

The undersigned below, or as attached, is the owner of the property which is subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of an amendment to the property.

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Clayton County, Georgia.

I hereby depose and say that all above statements and attached statements and/or exhibits submitted are true and correct, to the best of knowledge and belief.

PROPERTY OWNER:

PRINT NAME

SIGNATURE/DATE

APPLICANT:

PRINT NAME

SIGNATURE/DATE

NOTARY:

SIGNATURE/DATE

SEAL