



## SIGN APPLICATION

---

**The procedure for approval of a Sign Permit is set forth in Section 2.02.F of the Unified Development Code (UDC). Generally, the process involves review by the Community Development Director.**

### **Required Materials to Accompany Application:**

*The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment;
2. Plans and renderings of proposed signs showing the locations and dimensions of all signs;
3. Commercial and Industrial developments shall be in conformance with Section 9.08 of the UDC, which shall contain the following information:
  - a. Plot plan at scale;
  - b. Location of buildings, parking lots, driveways and landscaped areas;
  - c. Computation of the total frontage of the lot, parcel or tract and maximum total sign area, maximum area of individual signs, heights of signs, and number of pole / post signs;
  - d. Location and placement of all signs;
  - e. Setbacks and sign dimensions;
  - f. Color scheme, lettering and/or graphic style, lighting, materials, and sign proportions;
  - g. Landscaping and other site improvements to be coordinated with the sign placement; and
  - h. The signatures of all owners or their authorized agents in such form as the Director shall require.
4. A Master Signage Plan for shopping centers, office, business parks and industrial parks, and developments in planned districts in conformance with Section 9.08 of the UDC, which shall contain the information as Number 3.
5. Any other exhibits as may be required by the Community Development Director.

### **Sign Permitting Fee:**

#### **Sign Review Fee - \$35**

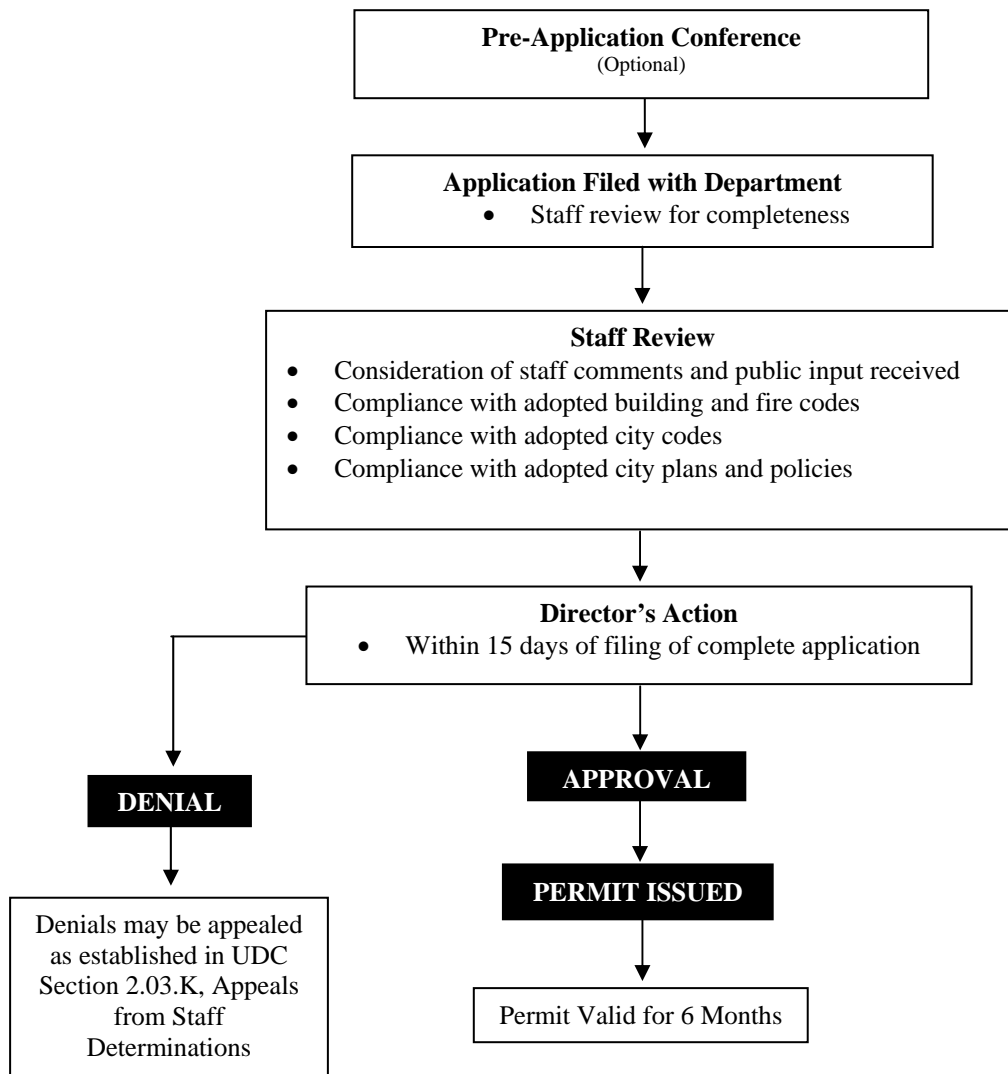
Square Footage	Fee
1 to 50	\$50
51 to 100	\$100
101 to 150	\$150
151 to 200	\$200
200 to 250	\$250

### **Return Application to:**

**City of Villa Rica  
Community Development Department  
517 W. Bankhead Highway  
Villa Rica, GA 30180  
T: 678.785.1022  
F: 770.459.7003**



## PROCESS



Office of  
Codes Enforcement

# SIGN PERMIT

## City of Villa Rica, Georgia

Application 0798

Date: \_\_\_\_\_

\*\*\*\*\*

Name of Business: \_\_\_\_\_

Location of Business: \_\_\_\_\_ No. & Street Tel: \_\_\_\_\_

### Type of Zoning:

Residential       Commercial       Industrial       Agricultural

Maximum Sign Height: (      ) Ft.

Maximum Size: (      ) Sq. Ft.

Minimum Distance From Any Property Line Is: (      ) Ft.

Comments: \_\_\_\_\_

\*\*\*\*\*

Sketch Attached.       Sketch on reverse side.

### TYPE OF SIGN:

Principal Identification     Marketing       Instructional

Free-standing       Roof       Wall       Projecting       Canopy

Construction       Illuminated     On-premises     Off-premises

Other \_\_\_\_\_

\*\*\*\*\*

TEMPORARY PERMIT      Expiration Date: \_\_\_\_\_

Total Sign Square Footage: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

\*\*\*\*\*

All work shall conform to the latest edition of Southern Standard Building Code and to applicable City Ordinances. The undersigned states the facts set forth in this application are true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

SIGN PERMIT     Fee paid.      Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Approved.

Denied.      Reasons: \_\_\_\_\_

\*\*\*\*\*