



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

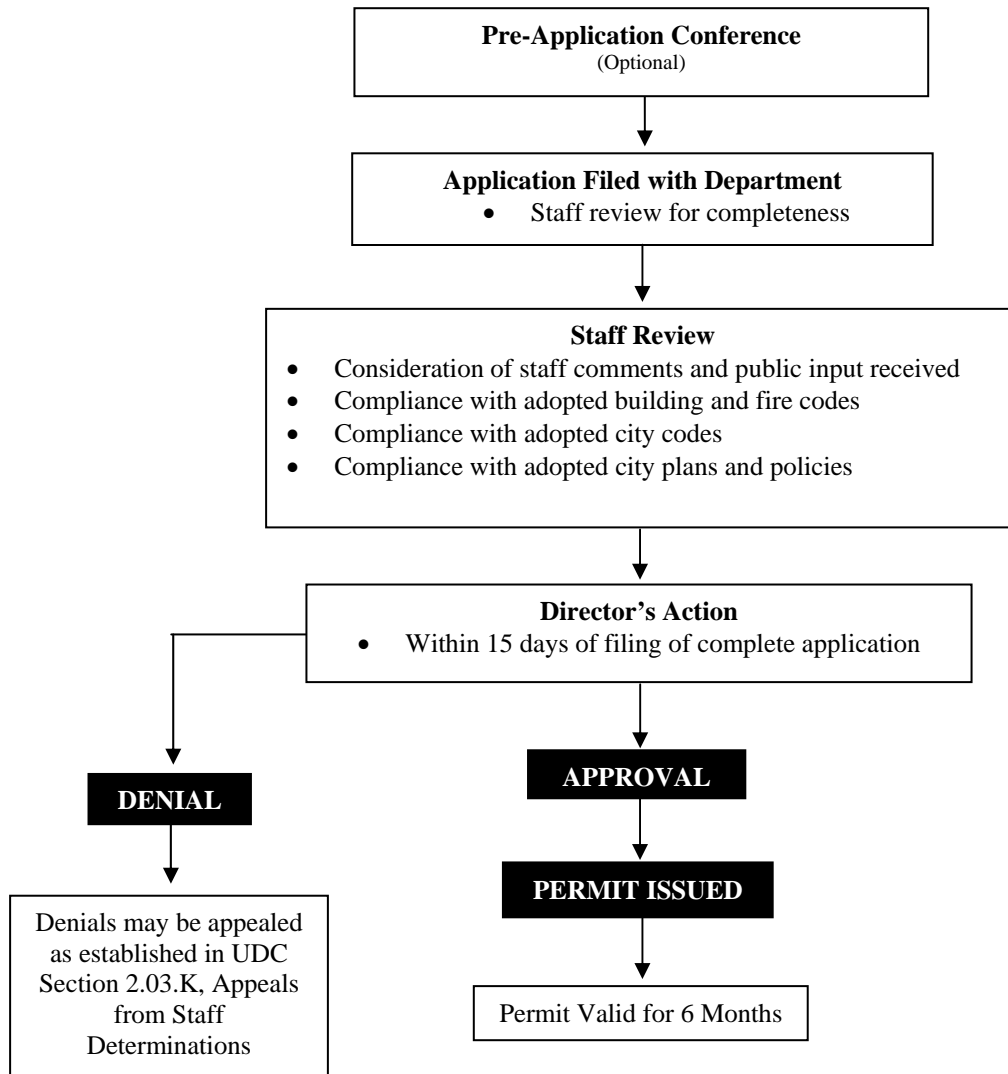
Square Footage	Fee
1 to 50	\$50
51 to 100	\$100
101 to 150	\$150
151 to 200	\$200
200 to 250	\$250

Return Application to:

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



PROCESS



Office of
Codes Enforcement

SIGN PERMIT

Application 0798

City of Villa Rica, Georgia

Date: _____

Name of Business: _____

Location of Business: _____ Tel: _____
No. & Street

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: _____
