



## Sign Permit Application

Any applicant wishing to erect signage for a special event must complete the following form. A deposit according to the following scale shall be submitted at the time a permit is issued. The fee is refundable only upon submittal of an affidavit that all signs associated with the event have been removed. **Such affidavit must be submitted within seven (7) days of the conclusion of the event, or the deposit shall be forfeited.** It is the responsibility of the applicant to contact the City of Stonecrest for the appropriate affidavit and have it signed and dated within the allotted seven days to receive the refund.

### FREE STANDING SIGN SUBMITTAL REQUIREMENTS

Applications for sign permits shall be filed by the sign owner or the owner's agent.

- I. The street address of the property upon which sign is to be located and a plat map of the property which bears an indication of the proposed location of the sign.
- II. The name and address of the owner of the real property upon which the subject sign is to be located.
- III. Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign; The application **CANNOT** be accepted without the property owner's signature and consent.
- IV. Name, address, phone number and occupational tax certificate number of the sign contractor;
- V. The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- VI. The size of the lot on which the sign is to be placed.
- VII. The payment in full of the applicable application fee.
- VIII. Applications for ground signs shall include a site plan drawn to scale, including a closed boundary survey of the property gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants.

**WALL & CANOPY SIGN SUBMITTAL REQUIREMENTS:**

- I. Two (2) sets of building elevations with dimensions (width & height).
- II. Two (2) sets of sign details, including a proposed color scheme of sign and scaled elevation of the size of the proposed sign.
- III. The square foot area per sign and the aggregate square foot area if there is more than one (1) sign face shall be provided by the applicant.
- IV. The owner(s) of the property, or his/her agent, must sign-off on the application, granting the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The application CANNOT be accepted without the property owner’s signature and consent.

**ADDITIONAL INFORMATION**

- The applicant shall apply for all other permits or licenses required by city ordinances and state laws and regulations. Obtaining a sign permit does not exempt the permit holder from obtaining and complying with all other permits required for the sign structure.
- Each application shall contain an agreement to indemnify and save the city harmless of all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure. Each applicant shall present to the department, on a request, a certificate of liability insurance prior to the issuance of a sign permit.

**Zoning Schedule of Fees**

PERMIT TYPE	PERMIT SUBTYPE	FEE
Banner Permit		\$25.00
Wall Sign	Under 50 square feet	\$50.00
	50 to 100 square feet	\$75.00
	Over 100 square feet	\$100.00
Ground Sign	Under 50 square feet	\$100.00
	50 to 100 square feet	\$150.00
	Over 100 square feet	\$200.00
Directional Sign/Wayfinding Signs	General	\$100.00
Special Event Sign	Per sign	\$100.00
All Other Sign Permits		\$100.00



	<b>Banner</b>		<b>Sign</b>		<b>Special Event</b>
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**Applicant's Information:**

<b>Applicant's Name:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Applicant's Address:</b>	<b>Property Owner:</b>	<b>Owner / Agent Signature:</b>
<b>Business License Number:</b>	<b>Type:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other	
<b>Business / Subdivision Name:</b>	<b>*Add Start / End date for Special Event Signs</b>	

Sign Description	Location Address	Start/EndDate* <small>*for signs</small>	Material	Size (sf)	Quantity	
Additional information:				<b>Total</b>		

Property Owner/Agents' permission to install and maintain signs?  Yes  No

Sign Contractor	Will contractor install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupational Tax Certificate #:
	Company Name:	
	Contact Name:	
	Address:	
	Phone:	Fax:

*I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Stonecrest Zoning and Sign Ordinance and/or the provisions regarding Special Events, including the forfeiture of the sign deposit if an accurate affidavit is not submitted within seven (7) days of the conclusion of the event. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign(s) or sign structure(s).*

Applicant's Name:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff	<b>Staff Only</b>		
	<b>Received by:</b>	<b>Decision:</b>	<b>Date:</b>
	<b>Permit Number:</b>	<b>Permit Issued Date:</b>	