



APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: planningandzoning@roswellgov.com

FREESTANDING SIGN APPLICATION

Fee \$175

One sign per application form

Submittal Date: _____	Munis #: _____	Sign Sticker #: _____
BUSINESS INFORMATION	<p>BUSINESS AND SIGN INFORMATION</p> <p>Business Name as it will appear on sign _____ City of Roswell Occupational Tax Certificate Number - Required _____</p> <p>Business Owner or Manager (printed) _____ Business Owner or Manager Email Address _____</p> <p>Business Address (Location of Sign) _____ Phone Number _____ City of Roswell Zoning District _____</p>	
SIGN TYPE & VALUE	<p>Type of Freestanding Sign (check one): Value of Sign: \$ _____</p> <p><input type="checkbox"/> Ground Sign (UDC 10.3.34)</p> <p><input type="checkbox"/> Subdivision Entrance Sign (UDC 10.3.35)</p> <p><input type="checkbox"/> Subdivision Community Information Sign (UDC 10.3.36) Checklist of required submittal materials on next page</p> <p><input type="checkbox"/> Double Post Sign (UDC 10.3.37)</p> <p><input type="checkbox"/> Single Post Sign (UDC 10.3.38)</p>	
PROPERTY OWNER	<p>PROPERTY OWNER</p> <p>Property Owner Name (printed) _____ Property Owner Address _____</p> <p>PROPERTY OWNER SIGNATURE</p> <p><i>I hereby grant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property.</i></p> <p>Property Owner Signature _____ Property Owner Phone & Email Address _____</p>	
SIGN CONTRACTOR	<p>SIGN CONTRACTOR (must provide a copy of current business license and liability insurance)</p> <p>Sign Contractor Name / Company _____ Phone # _____ Email Address _____</p> <p>Address of Sign Contractor _____ City _____ State _____ Zip _____</p> <p>Will contractor install sign? ___Yes ___No Contractor Business License Number _____</p>	
APPLICANT	<p>APPLICANT SIGNATURE</p> <p><i>I hereby certify that all information provided herein is true and correct. I am aware of UDC 10.3, Signs, and agree to comply with the City of Roswell Unified Development Code, and acknowledge that incomplete and false applications will be rejected.</i></p> <p>Applicant Signature: Business Owner or Owner's Representative _____ Date: ____ / ____ / ____</p>	



Checklist for Freestanding Sign Applications	
ELECTRIC	<p>Is the sign electric? <input type="checkbox"/> Yes <input type="checkbox"/> No Will contractor utilize existing outlet? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>New electric outlets require a separate electric trade permit with the Roswell Building Division.</p>
ILLUMINATION	<p>Illumination Source: <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Non-Illuminated</p> <p>Type of Illumination: _____</p> <p>Historic Overlay District: (UDC 10.3.41) External illumination only. Channel letters not allowed. External lighting fixtures require separate Historic Preservation Commission design review application and approval.</p>
SIZE & DESIGN	<p>Sign Material: _____ Overall Height of Sign: _____</p> <p>Setback from right-of-way (linear feet): _____ Height of Sign Base: _____</p> <p>Total Sign Area: _____ square feet Footing Depth: _____</p> <p>Aggregate Square Footage (if more than one sign face): _____ Road Frontage: _____</p> <p>For all signs fifty (50) square feet or larger and for all freestanding signs with a height of eight (8) feet or taller, regardless of the square footage of the sign face, the following must be submitted: (a) a photographic simulation of the sign; and (b) a certified and stamped-construction plan by a Georgia registered professional engineer showing structural supports, compliance with the International Building Code (IBC), including items in IBC Chapter 16, and Appendix H, Section 105</p>
CHECKLIST	<p>Checklist of Additional Required Items to be Submitted for Freestanding Sign Applications, per UDC 10.3.7:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A completed sign application; <input type="checkbox"/> A survey to scale showing the street address of the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries, and all existing structures or buildings on the subject property. <input type="checkbox"/> Drawings of the proposed signs, to architectural or engineering scale with labeled dimensions. Include footing details; <input type="checkbox"/> Sign details, including a proposed color scheme of sign, and scaled elevation of the size and height of the proposed sign from ground level and adjacent street level; <input type="checkbox"/> Proposed materials; <input type="checkbox"/> For Ground (UDC 10.3.34) and Double Post (UDC 10.3.37) Signs: Street address numbers are required in contrasting colors against background, at least 8" in height. Street address must be on both sides of sign & visible from both directions of travel; <input type="checkbox"/> Square foot area per sign (UDC 10.3.22) and aggregate square feet if there is more than one (1) sign face; <input type="checkbox"/> Road frontage (linear feet); <input type="checkbox"/> Copy of contractor business license; <input type="checkbox"/> Copy of contractor public liability insurance.
Additional Items	
	<p>The Sign permit decal should be affixed to sign, visible from the street, in lower right hand corner of sign (UDC 10.3.15).</p> <p>Sign installation must be completed within six (6) months of issuing the permit or the permit will become invalid (UDC 10.3.13).</p> <p>Freestanding signs must have a footing inspection. All inspections must be requested before 4:00 p.m. for an inspection on the following business day. Email inspection requests to buildinginspection@roswellgov.com. Provide the address, permit number, type of inspection, site contact name, and phone number.</p>

Examples of Items to be Submitted with Sign Application

