



APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: planningandzoning@roswellgov.com

WALL SIGN APPLICATION

Fee \$100

One sign per application form

Submittal Date: _____	Munis #: _____	Sign Sticker #: _____
BUSINESS INFORMATION	<p>BUSINESS AND SIGN INFORMATION</p> <p>_____</p> <p>Business Name as it will appear on sign _____ City of Roswell Occupational Tax Certificate Number - Required</p> <p>_____</p> <p>Business Owner or Manager (printed) _____ Business Owner or Manager Email Address</p> <p>_____</p> <p>Business Address (Location of Sign) _____ Phone Number _____ City of Roswell Zoning District</p>	
SIGN TYPE & VALUE	<p>Type of Wall Sign (check one): Value of Sign: \$ _____</p> <p><input type="checkbox"/> Wall Sign (UDC 10.3.28)</p> <p><input type="checkbox"/> Awning Sign (UDC 10.3.29) Checklist of required submittal materials on next page</p> <p><input type="checkbox"/> Canopy Sign (UDC 10.3.30)</p> <p><input type="checkbox"/> Projecting Sign (UDC 10.3.31)</p> <p><input type="checkbox"/> Crown Sign (UDC 10.3.32)</p> <p><input type="checkbox"/> Shingle Sign (UDC 10.3.33)</p>	
PROPERTY OWNER	<p>PROPERTY OWNER</p> <p>_____</p> <p>Property Owner Name (printed) _____ Property Owner Address</p> <p><u>PROPERTY OWNER SIGNATURE</u></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>_____</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>_____</p> <p>Sign Contractor Name / Company _____ Phone # _____ Email Address</p> <p>_____</p> <p>Address of Sign Contractor _____ City _____ State _____ Zip</p> <p>_____</p> <p>Will contractor install sign? ___Yes ___No _____ Contractor Business License Number</p>	
APPLICANT	<p><u>APPLICANT SIGNATURE</u></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>_____</p> <p style="text-align: right;">Date: ___ / ___ / ___</p> <p>Applicant Signature: Business Owner or Owner's Representative</p>	

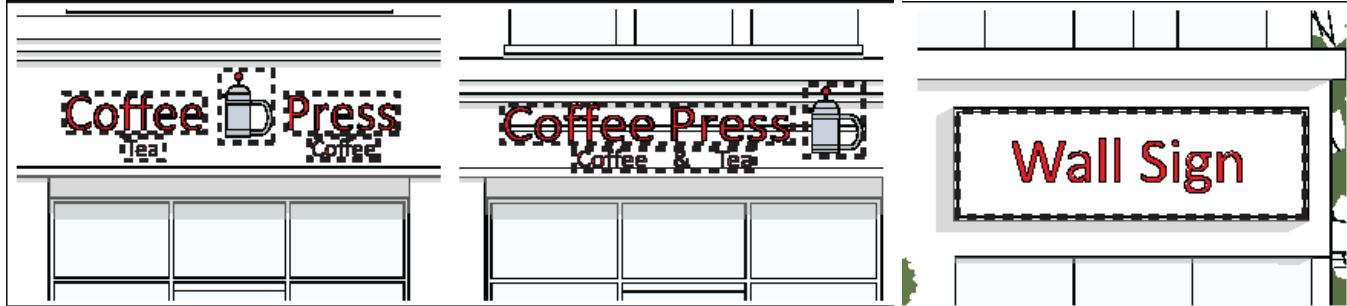


Checklist for Wall Sign Applications	
ELECTRIC	<p>Is the sign electric? <input type="checkbox"/> Yes <input type="checkbox"/> No Will contractor utilize existing outlet? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>New electric outlets require a separate electric trade permit with 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: _____</p> <p>Width of Store Front (linear feet): _____</p> <p>Total Sign Area: _____ square feet</p> <p>Aggregate Square Footage (if more than one sign face): _____</p> <p>Projection Depth (if applicable): _____</p> <p>For all signs fifty (50) square feet or larger: (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 Wall Sign Applications, per UDC 10.3.7:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A completed sign application; <input type="checkbox"/> Drawings of the proposed signs, to architectural or engineering scale with labeled dimensions; <input type="checkbox"/> Building elevations to scale detailing the height of the leasable area, and indicating the location of the proposed sign; <input type="checkbox"/> Proposed materials and color scheme of sign; <input type="checkbox"/> Square foot area per sign (UDC 10.3.22); <input type="checkbox"/> Aggregate square feet if there is more than one (1) sign face; <input type="checkbox"/> Height of sign above sidewalk (UDC 10.3.28, 10.3.30, 10.3.31, 10.3.32, 10.3.33); <input type="checkbox"/> Width of storefront; <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>

Examples of Items to be Submitted with Sign Application

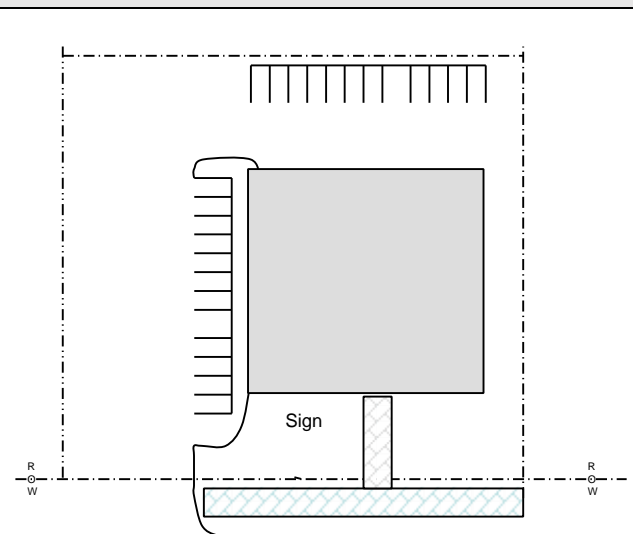
Drawing of a proposed wall sign.

Sign area is calculated as the total area of the rectangle, circle or square that fully encloses all the letters or logo. For signs on a background, the entire area of the background is calculated as sign area. UDC 10.3.24.



Not to scale

Site plan showing sign location



Building elevation indicating proposed sign location, width of store front, and height of sign

