



**APPLICATION INTAKE**

In Person: 9:00 am – 4:00 pm

By Email: [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)

**REAL ESTATE OR CONSTRUCTION  
SIGN APPLICATION**

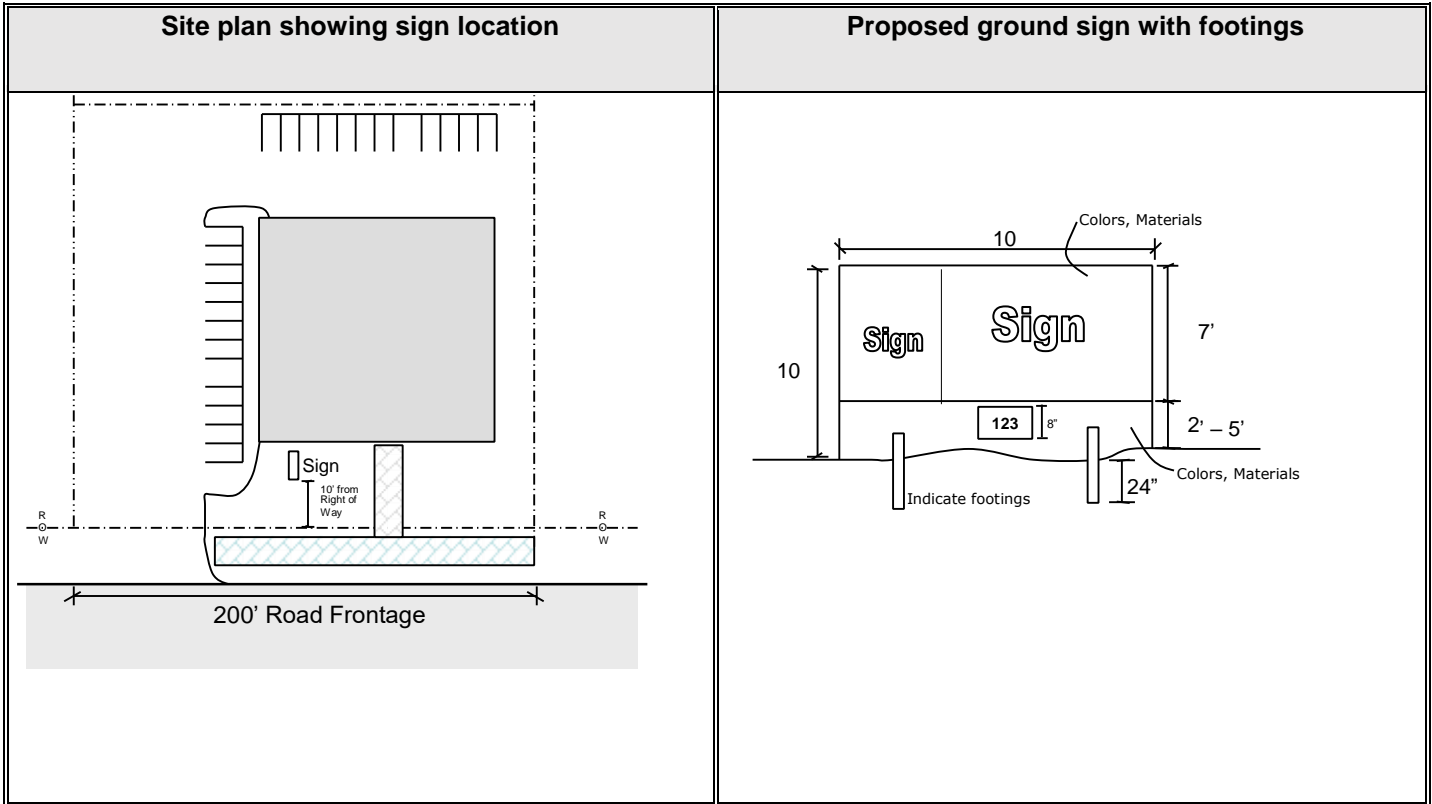
Fee \$175

One sign per application form

<b>Submittal Date:</b> _____	<b>Munis #:</b> _____	<b>Sign Sticker #:</b> _____
<b>BUSINESS INFORMATION</b>	<p><b>BUSINESS AND SIGN INFORMATION</b></p> <p>_____</p> <p>Business Name as it will appear on sign</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>	
<b>SIGN TYPE &amp; VALUE</b>	<p><b>Type of Sign</b> (check one):    <b>Value of Sign:</b> \$ _____</p> <p><input type="checkbox"/> Real Estate Sign (UDC 10.3.22, letter E)</p> <p><input type="checkbox"/> Construction Sign (UDC 10.3.22, letter F)</p> <p><input type="checkbox"/> Construction Fence Wrap (UDC 10.3.22, letter F, # 7)</p> <p style="text-align: right;"><b>Checklist of required submittal materials on next page</b></p>	
<b>PROPERTY OWNER</b>	<p><b>PROPERTY OWNER</b></p> <p>_____</p> <p>Property Owner Name (printed)                      Property Owner Address</p> <p>_____</p> <p><b>PROPERTY OWNER SIGNATURE</b></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 &amp; Email Address</p>	
<b>SIGN CONTRACTOR</b>	<p><b>SIGN CONTRACTOR (must provide a copy of current business license and liability insurance)</b></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>	
<b>APPLICANT</b>	<p><b>APPLICANT SIGNATURE</b></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>	



<b>Checklist for Real Estate or Construction Sign Applications</b>	
<b>ELECTRIC</b>	Not applicable.
<b>ILLUMINATION</b>	Illumination of Real Estate and Construction Signs is not permitted per UDC 10.3.22, letters E and F.
<b>SIZE &amp; DESIGN</b>	<p>Sign Material: _____ Overall Height of Sign: _____</p> <p>Setback from right-of-way (linear feet): _____ Footing Depth: _____</p> <p>Total Sign Area: _____ square feet Aggregate Square Footage (if more than one sign face): _____</p> <p>Construction Fence Wraps: Messages, logos, renderings or similar information may not exceed 30 percent of the total fence wrap area. Percentage of wrap area consisting of messages, logos, renderings or similar information: _____</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; (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>
<b>CHECKLIST</b>	<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"> <li><input type="checkbox"/> A completed sign application;</li> <li><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.</li> <li><input type="checkbox"/> Drawings of the proposed signs, to architectural or engineering scale with labeled dimensions. Include footing details;</li> <li><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;</li> <li><input type="checkbox"/> Proposed materials;</li> <li><input type="checkbox"/> Square foot area per sign (UDC 10.3.22);</li> <li><input type="checkbox"/> Aggregate square feet if there is more than one (1) sign face;</li> <li><input type="checkbox"/> Copy of contractor business license;</li> <li><input type="checkbox"/> Copy of contractor public liability insurance.</li> </ul>
<b>Additional Items</b>	
	<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 <a href="mailto:buildinginspection@roswellgov.com">buildinginspection@roswellgov.com</a>. Provide the address, permit number, type of inspection, site contact name, and phone number.</p>



**Construction Fence Wrap**



Messages, logos, renderings or similar information shall not exceed 30 percent of the total fence wrap area