



APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: planningandzoning@roswellgov.com

**SIDEWALK/SANDWICH SIGN
& PANEL EXCHANGE APPLICATION**

Fee \$125 – Sidewalk Sign; \$15 – Panel Exchange

One sign per application form

Submittal Date: _____	Munis #: _____	Sign Sticker #: _____	
BUSINESS INFORMATION	BUSINESS AND SIGN INFORMATION		
	Business Name as it will appear on sign _____	City of Roswell Occupational Tax Certificate Number - Required _____	
	Business Owner or Manager (printed) _____	Business Owner or Manager Email Address _____	
	Business Address (Location of Sign) _____	Phone Number _____ City of Roswell Zoning District _____	
SIGN TYPE & VALUE	Type of Sign (check one): <input type="checkbox"/> Sidewalk Sign (UDC 10.3.39) <input type="checkbox"/> Panel Exchange		
	Value of Sign: \$ _____ Checklist of required submittal materials on next page		
PROPERTY OWNER	PROPERTY OWNER		
	Property Owner Name (printed) _____	Property Owner Address _____	
	PROPERTY OWNER SIGNATURE <i>I hereby grant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property.</i>		
Property Owner Signature _____	Property Owner Phone & Email Address _____		
SIGN CONTRACTOR	SIGN CONTRACTOR (must provide a copy of current business license and liability insurance)		
	Sign Contractor Name / Company _____	Phone # _____	Email Address _____
	Address of Sign Contractor _____	City _____	State _____ Zip _____
	Will contractor install sign? ___Yes ___No	Contractor Business License Number _____	
APPLICANT	APPLICANT SIGNATURE		
	<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>		
Applicant Signature: Business Owner or Owner's Representative _____	Date: ____ / ____ / ____		



Checklist for Sidewalk Sign or Panel Exchange Applications	
ELECTRIC	<p>Sidewalk Signs – not applicable.</p> <p>Contact Roswell Building Division if electricity needs to be added for a panel exchange sign.</p>
ILLUMINATION	<p>Panel Exchange 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> <p>Illumination of Sidewalk Signs is not permitted per UDC 10.3.39.</p>
SIZE & DESIGN	<p>Sign Material: _____</p> <p>Overall Height of Sign: _____</p> <p>Total Sign Area: _____ square feet</p> <p>Aggregate Square Footage (if more than one sign face): _____</p>
CHECKLIST	<p>Checklist of Additional Required Items to be Submitted, per UDC 10.3.7:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A completed sign application; <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"/> 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"/> 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

<p>Sidewalk Signs Dimensions & location</p>	<p>Panel Exchange Provide width, height, location</p>
<p>A diagram of a sidewalk sign on a sidewalk. The sign is labeled 'Sidewalk Sign'. It has three dimensions marked: 'A' at the base, 'B' for the height, and 'C' for the width. A note indicates '8' max' for the width. The sign is positioned in front of a building with large windows.</p>	<p>An illustration of a ground sign. The sign is labeled 'Ground Sign' and has a house number '123' above it. It consists of two panels. Dimensions are marked: 'width' for the panels, 'height' for the sign structure, and 'Panel' for each side. The sign is located on a sidewalk in front of a building with trees and a car in the background.</p>