

CITY OF JONESBORO
124 North Avenue
Jonesboro, GA 30236

SIGN PERMIT AUTHORIZATION

PLEASE PRINT OR TYPE A permit fee of \$50.00 must be submitted with this application. **A separate application is to be submitted for each new sign or change made to an existing sign.** This is an application for authorization to erect/change signage. Once authorization has been given and within 10 days of work being completed, the applicant must request in writing a final permit. Include with your final permit request a current and dated photograph of each face of the sign and a signed affidavit that the photographs are accurate and the sign was erected/changed as described in the application. False statements made on this application are grounds for revocation of the sign permit authorization

The city shall process all sign authorizations and permit applications within 45 days of the city's actual receipt of a **completed** application. Once sign authorization has been given, all work has to be completed within 180 days after the date of issuance including the final permit request, if not complete the authorization shall become null and void and no final permit may be issued.

1. Type of Permit (Please check)

New Sign _____	Projecting Sign _____
Change to Existing Sign _____	Wall Sign _____
Ground Sign _____	Entrance Sign _____
Window Sign _____	Special Event Sign _____
Subdivision Sign _____	
Other (describe) _____	

2. Address in which the sign is to be attached or erected:

3. Applicant Information

Name _____

Address _____

Telephone _____ Fax: _____

4. Property Owner Information*

Name: _____

Address: _____

Telephone: _____

*I am the owner of the building and/or land upon which the sign is to be located and give my consent for the sign to be erected:

Signature: _____ Date: _____

Notary: _____

5. Name of business/activity at the address where the sign is to be erected:

Is this in a planned development? _____

6. Name of person, firm, corporation or association erecting the sign is:

_____ Telephone _____

7. Will the sign be illuminated? _____ If so, will it be external or Internal ? (circle one)

**8. Attach to this application a written description of all other signs located on the lot indicating the sign type, size and placement.
(Master Signage Plan)**

9. Include two accurate scaled drawings of the sign plans, specifications and method of construction and attachment to the building or ground for the sign as well as a scale drawing of the site showing driveways, structures, existing and proposed signs and any other limiting site features.

Include the following measurements on the plans:

Complete calculations establishing the area of sign:

height X width = _____square feet (x number of sign faces) =

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What is the position of the sign in relation to nearby buildings/structures and other signs? What are the setbacks from right-of-ways, property lines and easements?

Applicant Signature

Date

CITY USE ONLY

Submission Date

Authorization Approval Date

Final Permit Issued

Date of Final Permit

AUTHORIZATION BY PROPERTY OWNER

I swear that I am the owner of the property located at (Property Address):

Tax Parcel Number: _____ which is the subject matter of the attached application, as is shown in the records of the City of Jonesboro.

I authorize the person named below to act as applicant or agent in the pursuit of the signage addition or changes/variance/rezone/conditional use for this property.

Name of Applicant or Agent: _____

Address: _____
Street City Zip Code

Telephone Number: _____

Print Name of Owner

Signature of Owner

Date

Notary Seal

Notary Public