



CITY OF DAHLONEGA
 465 Riley Road
 Dahlonega, Georgia 30533
 Phone: 706-482-2711 • Fax: 706-864-4837

SIGN PERMIT APPLICATION

ALL SIGNS MUST BE APPROVED PRIOR TO INSTALLATION

Sign Permit Fee: \$75 for initial sign / \$25 for each additional sign / Banner Permit Fee: \$25.00 for each Banner.

Type of Sign requiring application and Permit Fee:

Freestanding, wall, mansard, hanging, projecting, banners, A-frame, signage during construction, residential subdivision and master signage plan.

Name of Business: _____

Location of Business: _____

Owner of Business: _____

Mailing Address: _____

Phone #: _____

Cell or other #: _____

Property Owner: _____

If the applicant is someone other than the property owner. Provide written consent of the owner of the Property, or his/her agent, granting permission for the placement, maintenance, size, and height of the sign to be placed on the property.

Sign Installer

Address: _____

Phone #: _____

Cell or other #: _____

Applicant's Signature: _____

Application Date: _____

Application will only be deemed complete when all required information is received. Drawings, sketches, photo survey, etc. A copy of the sign ordinance is available for review at Dahlonega.gov, copies are available at City Hall.

Check all the signs that apply to this application:

Freestanding
 Wall
 Mansard
 Hanging
 Projecting
 A-frame
 Banner

Place the Total number of signs next to each fee schedule:

Initial sign fee is \$75.00 Each additional sign is \$25.00 Banner is \$ 25.00

Total Amount Due: _____

***** FOR STAFF ONLY *****

Staff Signature: _____ Date: _____

Permit Fees Paid: _____ Permit Decal: _____

For each sign include sketch or drawing showing sign dimensions, height, monument base size, material, colors, text font, plans for illumination etc. For freestanding include a survey showing the street address of property, the location of the sign, the distance of the sign from property boundaries and the distance of any freestanding signs within 50 ft. of this sign. **Include photos of existing signs.**

Freestanding Sign Section 7.1

Attach drawing and survey to show location & distance apart of all signs on the property.

Size of base - dimensions & shape:

Size of sign / dimensions & shape:

Height:

Material:

Color of sign background, text etc.:

(attach paint sample or color drawing)

Location of freestanding sign:

(site survey is acceptable)

Distance of the new sign:

(Existing freestanding signs)

Illumination type:

(only up light and down light is allowed)

Value of sign:

Height cannot exceed 10ft. Historic District cannot exceed height of 5ft. Size cannot exceed 32 sq. in area. Only Monument type signs allowed. No poles or pylon. Base must be solid/enclosed with no visible open areas and a Minimum of 4ft. wide and 2 ft. high. Signs cannot be located within 50 ft. of another sign. In the B3 & CBD districts cannot be located with 20 ft. of another sign.

Wall/Mansard Sign Section 7.2

Show location of signs on the building-new & existing.

Size of sign/ dimensions & shape:

Building facade/ wall dimensions:

Height- Top to ground:

Material of sign:

Color of sign background, text etc.:

(attach paint sample or color drawing and attach lettering – see example sheet)

Specifications on how the sign will be attached to wall:

Illumination type:

(only up light and down light is allowed)

Value of sign:

Size cannot exceed 10% of wall or mansard area. Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Or alternatively the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

Hanging /Projecting Section 7.3

Attach picture of building and survey to show location this sign and all signs on the property.

Size / Dimensions: _____
Clearance from ground
to bottom of sign must be 8 ft.: _____

Sign material: _____

Sign Color: _____

Sign support/bracket material: _____
Color of sign background, text etc.: _____
(attach paint sample or color drawing)

Location of freestanding sign:
(site survey is acceptable) _____

Attach sample of lettering,
include size of letters: _____

Value of sign: _____

You are allowed 1 hanging or 1 projecting sign. The sign is in a non-residential zoning district. The sign is located over a public door entrance to an occupied building; The sign is no more than 9 square feet in area; The sign may not project more than 36 inches from the wall. The sign is uniform in size, material, color and shape and is placed in an equivalent location to other such signs located on the same building; The sign is suspended from the eave or soffit of the building or extends from the wall. The sign maintains a minimum of 8 feet clearance between the bottom of the sign and the walkway below; and the sign shall not extend vertically beyond the windowsill of the second story.

Banner Section 7.4

Attach picture pf Banner(s) and show location(s)

Size of Banner(s): _____

Value of Banner: _____

Type of Material: _____

Start Date: _____

End Date: _____

Where will the Banner be located?

On the Building:

On the Street:

*Banners are allowed: (1) on developed lots in non-residential zoning districts, and (2) residential zoning districts on developed lots that are used for nonresidential purposes. 1. **One banner per business may be erected for no more than 10 days during any 120-day period.** The ten days do not have to be consecutive. 2. The maximum size of the banner shall not exceed 35 square feet and the height shall not exceed 5 feet. 3. The minimum front setback shall be 15 feet from the edge of the pavement or outside of the right of way, whichever is greater and 10 feet from the side and rear lot lines. However, in no case will a banner be allowed to obscure vision at a street or driveway intersection, or railway crossing. For traffic safety, signs shall not be located within the triangular area on a comer lot formed by measuring 20 feet along both street side property lines from their intersection.*

A-Frame Sign Section 7.5

Attach picture of building and survey to show location this sign

Size / Dimensions: _____

Sign material: _____

Location of A Frame: _____

(A minimum of sixty inches of unobstructed pedestrian access along said sidewalk.)

*Any portable sign or structure no greater in size than two feet wide by three feet high and composed of up to two (2) sign faces mounted or attached back-to-back in such a manner as to form a triangular vertical cross section through the faces. You must apply for this sign. If application is denied you may be allowed 6 sq. ft. of additional signage on your wall or window. **Location:** If on sidewalk/walkway you must have 60 inches of unobstructed pedestrian access. **Size** - Size cannot exceed 2 ft. x 3 ft. Maximum height 3 ft.*

The signs below do not require an application or permit fee but must meet the standards of sign ordinance.

Window Section 8.5

Size of Window: _____

Size of Sign: _____

Size cannot exceed 10% of window area--In areas outside the B3 & CBD one lighted window sign up to 324 sq. inches (2.25 sq. ft) is allowed as part of the 10% space area if sign does not flash, blink, scroll

Informational sign - Section 8.6

Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

No more than 2 signs depending upon size of sign. Residential max size: 6 sq. ft. Max height 3 ft. Commercial max size 16 sq. ft., max height 5 ft. If you have two signs both signs together cannot exceed maximum size. Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

Door - Section 8.8

Sign cannot exceed 1ft x 1 ft.

Handheld/ Portable Signs Section 8.11

Sign cannot exceed 4 sq. ft.; person must stand off the ROW and have written permission from property owner.

Other signs allowed with approved application and permit:

- Signage during construction
- Residential Subdivision Signs
- Master Signage Plan