



SIGN PERMIT NUMBER: _____

MINIMUM PERMIT FEE - \$50.00

SIGN PERMIT APPLICATION

CITY OF CONYERS

Sign Address: _____

Name of Business: _____

Sign Owner:	Sign Contractor:
Street Address:	Street Address:
City / State / Zip Code:	City / State / Zip Code:
Telephone:	Telephone:

Permanent Temporary (Expires _____)

Street Frontage _____ Sq. Footage of Building _____

Zoning _____ *****MXD or NCD Overlay Zone** _____

NOTE: IF SIGN IS TO BE ILLUMINATED, DO NOT PROCEED WITH WIRING UNTIL AN ELECTRICAL PERMIT IS OBTAINED.

SIZE ---X--	AREA	TYPE/CATEGORY OF SIGN	HEIGHT	TYPE OF ILLUMINATION (circle)
X	= sq. ft.	1. PRIMARY GROUND SIGN / (NON- RESIDENTIAL) / CATEGORY 1	ft.	Internal / Indirect
Sign one Sign two	x = sq. ft. x = sq. ft.	2. PRIMARY GROUND SIGN(S) / (NON- RESIDENTIAL) / CATEGORY 2 One sign per road frontage	ft.	Internal / Indirect
X	= sq. ft.	3. PRIMARY GROUND SIGN / (RESIDENTIAL) / CATEGORY 3	ft.	Internal / Indirect
X	= sq. ft.	4. PERMANENT ENTRANCE / (RESIDENTIAL) / CATEGORY 4	ft.	Internal / Indirect
X	= sq. ft.	5. PRIMARY ENTRANCE SIGN (NON-RESIDENTIAL) / CATEGORY 5	ft.	Internal / Indirect
X	= sq. ft.	6. ACCESSORY GROUND SIGN (NON-RESIDENTIAL) / CATEGORY 6	ft.	Internal / Indirect
X	= sq. ft.	7. ACCESSORY GROUND SIGN (RESIDENTIAL) / CATEGORY 7	ft.	Internal / Indirect
X	= sq. ft.	8. WALL SIGN / CATEGORY 8		Internal / Indirect
		Front Elevation		
X	= sq. ft.	Rear Elevation		
X	= sq. ft.	Side #1 Elevation		
X	= sq. ft.	Side #2 Elevation		
X	= sq. ft.	9. OUTDOOR MENU BOARD / CATEGORY 9	ft.	Internal / Indirect
X	= sq. ft.	OVERSIZED SIGNS (Sec. 8-5-20 – Conyers Sign Ordinance)	ft.	Internal / Indirect
X	= sq. ft.	INTERIOR PROJECT DIRECTIONAL SIGN (Sec. 8-5-21 – Conyers Sign Ordinance)	ft.	Internal / Indirect
X	= sq. ft.	TEMPORARY- BANNERS*, ETC. (Sec. 8-5-14 – Conyers Sign Ordinance)	ft.	Internal / Indirect

*Each banner shall not exceed 32 sq. ft. for any lot or individual structure. Banners are to be placed **ONLY** on building.
¹ No sign shall be located closer than five (5) feet from the public right-of-way. In addition, no portion of the sign shall violate the required five (5) feet setback.
 Note: Signs within overlay zones may have more restrictions than those in non-overlay zones.

* See Sign Table on the following page and in Section 8-5-19A of the Sign Ordinance of the City of Conyers, Georgia.
***** Internally Illuminated signs are not allowed in the NCD Overlay or MxD Districts.**

TYPE OF SIGN PURPOSE OR USE	MAXIMUM HEIGHT	SETBACK FROM RIGHT-OF-WAY	MAXIMUM SIZE PER SIGN ALLOWED		NUMBER AND TYPE PERMITTED
1. Primary ground signs for an individual establishment on an individual non-residential lot abutting interstate right-of-way or property that does not have direct road frontage on interstate right-of-way but is within 650 feet of the centerline of the interstate right-of-way.	80 ft.	Off right-of-way ¹	Sign area is two (2) sq. ft. per linear ft. of lot frontage – not greater than 672 sq. ft.		One (1) per non-residential establishment. No additional freestanding signs shall be erected on the premises.
2. Primary ground signs for an individual establishment on an individual non-residential lot and primary ground signs for planned office, commercial, industrial, or retail centers.	20 ft.	Off right-of-way ¹	Gross Building Space	Aggregate of all Ground Signs	One (1) per frontage – shall not be closer than 200 ft. to another primary ground sign on the same property. Total square footage for an individual primary ground sign shall not exceed fifty (50) percent of the total aggregate for primary ground signs. The total of primary ground signs shall not exceed the total square footage listed.
			0 – 10,000	200 sq. ft.	
			10,001 – 50,000	225 sq. ft.	
			50,001 – 100,000	250 sq. ft.	
			100,000 – greater	300 sq. ft.	
3. Primary signs for an individual building on an individual residential lot.	6 ft.	Off right-of-way ¹	GROUND SIGNS:		GROUND SIGNS: One (1) sign structure per road frontage not to exceed maximum allowable square footage. WALL SIGNS: Signs may not exceed one (1) placed on the front elevation.
			LOT ACREAGE	MAX. SIGN SIZE	
			0-3 acres	18 sq. ft.	
			3-5 acres	24 sq. ft.	
			5 or greater	32 sq. ft.	
			WALL SIGNS:		
			LOT ACREAGE	MAX. SIGN SIZE	
			0-3 acres	6 sq. ft.	
3-5 acres	9 sq. ft.				
			5 or greater	18 sq. ft.	
4. Permanent entrance sign for a residential subdivision.	6 ft.	Off right-of-way ¹	Aggregate total of entrance signs – 64 sq. ft.		Two (2) sign structures per subdivision or multi-family complex per entrance
5. Permanent entrance sign for a non-residential subdivision.	6 ft.	Off right-of-way ¹	Aggregate total of entrance signs – 64 sq. ft.		Two (2) sign structures per entrance.
6. Accessory ground signs for an individual establishment on an individual non-residential lot and accessory ground signs for planned office, commercial, industrial, or retail centers..	3 ft.	Off right-of-way ¹	4 sq. ft.		Two (2) sign structures per entrance.
7. Accessory ground signs for an individual establishment on an individual residential lot.	3 feet.	Off right-of way. ¹	GROUND SIGNS:		Two (2) sign structures per entrance.
			LOT ACREAGE	MAX. SIGN SIZE	
			0-3 acres	2 sq. ft.	
			3-5 acres	3 sq. ft.	
			5 or greater	4 sq. ft.	
8. Wall signs for an individual establishment on an individual non-residential lot and for planned office, commercial, industrial, or retail centers.	The height of the wall sign shall not be greater than the height of the building elevation, and the length of the wall sign shall not extend beyond the outer edges of the building elevation	Same as required for building.	GROSS BUILDING SPACE / TENANT SPACE	AGGREGATE OF ALL WALL SIGNS	Signs shall not exceed fifty (50) percent of the total permitted square footage on any building elevation. The total of wall signs on all elevations shall not exceed the total square footage listed.
			0 - 2500	200 sq. ft.	
			2501 – 15,000	225 sq. ft.	
			15,001 – 50,000	250 sq. ft.	
			50,000 or greater	300 sq. ft.	
9. Outdoor menu board non-residential.	8 ft.	Off right-of-way ¹	N/A	AGGREGATE OF ALL MENU BOARDS	Signs shall not exceed fifty (50) percent of the total permitted square footage the total aggregate for an individual menu board sign. The total of menu board signs shall not exceed the total square footage listed.
				100 sq. ft.	

¹ No sign shall be located closer than five (5) feet from the public right-of-way. In addition, no portion of the sign shall violate the required five (5) feet setback.



SIGN "AS-BUILT" CERTIFICATION

When the sign installation is complete this form must be filled out for the following signs only: (City Sign Ordinance Section 8-5-7.)

(8) For ground signs: signs 50 square feet or larger and/or for signs 15 feet tall or higher, construction plans as further described in the International Building Code, Chapter 1, and further described in Appendix H, Section H105, of the International Building Code shall be provided. Said plans shall be certified and stamped by a Georgia registered professional engineer.

Planning & Inspection Services Department
1174 Scott Street
Conyers, GA 30012

This is to certify that _____, Georgia Registered Engineer, my duly and authorized agent, or I has/have inspected the completed erection of the sign located at _____ and has/have determined it has been constructed and erected in accordance with the approved plans issued by the City of Conyers.

Date:

Engineer/Agent Signature:

Georgia P.E. Number:



SEAL