



GWINNETT COUNTY
Department of Planning & Development
Streets and Address Section
446 West Crogan Street
1st Floor, Suite 150
Lawrenceville, Georgia 30046
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

SPT:

Dates Authorized

From: _____

To: _____

Temporary Sign Permit Application

(Revised February 2010)

Please complete & submit this application to the Streets and Address Section of the Department of Planning & Development. The permit fee of **\$50** must accompany the application. The permit fee increases to \$100 if installed prior to permit approval. See page 2 of this application for allowable types of temporary signs. Only those temporary signs listed in Section 86-109 of the Sign Ordinance are allowed.

Property Address: _____

Applicant Name: _____	Business Name: _____
Address: _____	Address: _____
City: _____	City: _____
State/Province: _____ Zip/Postal Code: _____	State/Province: _____ Zip/Postal Code: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____

Applicant is the (√ Only One):

Business Owner Property Owner Sign Contractor Other _____

Types of Signs Requested (√ All that Apply):

Balloons Banner Search Lights

Requested Time Period for Sign (not to exceed 21 calendar days):

From: _____ To: _____

Applicant Signature (required):

I have read and understand Section 89-109 of the Sign Ordinance & I agree to comply with its regulations.

Applicant Signature

Date

Applicant Printed Name

Information & Instructions for a Temporary Sign Permit (SPT)

Please complete this Temporary Sign Permit Application form and submit it to the Streets and Address Section of the Department of Planning & Development for review and approval.

1. All information must be completed on the application form.
2. The permit fee for a temporary sign permit is \$50. **However, if the sign(s) has been installed prior to permit issuance, the fee is doubled to \$100.**
3. Temporary signs must be placed on the subject property with the owner’s permission.
4. In no case shall temporary signs be permitted in the public right-of-way or less than ten feet from edge of pavement.
5. Only those signs listed in Section 86- 109 of the Sign Ordinance shall be permitted.

Section 86-109. Temporary Signs.

The following types of signs or advertising devices shall be permitted only by issuance of a temporary sign permit allowing use of this type advertising for a period of 21 consecutive days. A temporary sign permit may not be issued for the same premises* at less than three-month intervals. In no case shall the same premises be allowed a temporary sign permit more than four (4) times in a 12-month period. A fee, as established by the Board of Commissioners, shall be paid for each temporary sign permit. Upon expiration of the temporary sign permit, the permittee shall remove the air or gas filled device, searchlight, or banner(s) including any temporary supporting structure.

(a) Air or gas filled devices not exceeding:

1. 20 feet in height and 150 square feet of area in a non-residential zoning district.
2. 4 feet in height and 16 square feet of area in a residential zoning district.

(b) Banners that display a message, logo, statement, or commercial message shall be regulated as follows:

1. Each banner shall not exceed 16 square feet.
2. Each banner must be individually attached to a pole, mast, arm, or other structure.
3. For any lot, banners shall be limited to one banner per public street frontage.
4. Banners must be maintained in good condition.

(c) Search lights and similar devices.

*Premises: A lot, parcel, tract, or plot of land together with the buildings and structures thereon (excerpted from “The New Illustrated Book of Development Regulations, 1993”).

For more information about temporary signs or other related issues, please call the Streets and Address Section of the Department of Planning and Development at 678.518.6000 or by visiting our web site at www.gwinnettcountry.com.

P & D Staff Use Only

MRN: _____ Zoning: _____ Zoning Case #: _____

[] Approved [] Denied

Reason for Denial: _____

By: _____ Date: _____
Streets and Address Section Staff