



GWINNETT COUNTY
Department of Planning & Development
One Justice Square, Suite 150
446 West Crogan St., Lawrenceville, Georgia 30046
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

Oversized Sign Permit General Information Guidance Document
(Revised August 2001)

The following items are necessary to process an application for an Oversized Sign Permit:

1. Application Form

Please complete all sections.

2. Lease Agreement

Please attach an executed copy.

3. Site Plans (3 copies)

All site plans and plans depicting separation requirements and interchange quadrant information shall be prepared and certified by a State of Georgia Registered Land Surveyor. Tree preservation and/or replacement plans shall be prepared by either a registered Landscape Architect or certified Arborist.

- a. Closed boundary survey prepared by a Registered Land Surveyor.
- b. All existing and proposed improvements, drawn to scale (no less than 1:100).
- c. Building setback lines.
- d. Proposed location of sign.
- e. Note on plan rezoning, special use, variance, modification or waiver case numbers and any conditions of approval.
- f. Right-of-way and adjoining pavement elevation if next to an Interstate Highway, if height is measured from roadway. Provide cross section.
- g. Show nearest distance from right-of-way and all property lines.
- h. Show and certify minimum separation of 500 feet from any dwelling, residential zoning district, county building, church, school, daycare, park, cemetery or right-of-way of a "parkway."
- i. Show and certify minimum separation of 1,250 feet in any direction from any city limits line, the limits of the Mall of Georgia Overlay District, or other Oversized Signs and spacing requirements within interchange quadrants.
- j. Along I-85 & I-985, show and certify number of Oversized Signs pursuant to Section 86-115 Paragraph 10 of the Sign Ordinance (graphically depicted in the Sign Ordinance Handbook).
- k. Where clearing of vegetation is proposed on a developed site to accommodate an Oversized Sign or enhance its visibility, an approved tree preservation and/or replacement plan will be required. The plan shall clearly show the proposed limits of clearing, existing tree density units (TDU), and additional TDU required to achieve 16 TDU for the overall site (exclusive of required buffers). Where no removal of vegetation is proposed, or none exists on the site, such a statement shall be clearly stamped on the site plan.

4. Sign Details (3 copies)

- a. Dimensions of sign, sign panels and height from ground level to top of sign.
- b. Catwalks and lighting.

5. Sign Permit Fee

- a. \$500.00 (fee is doubled if construction of the sign begins prior to issuance of the Sign Permit).
- b. One 6-month extension of a Sign Permit may be granted upon receipt of a \$125.00 permit extension fee prior to the expiration date of the initial permit.

6. Building Permit

- a. Please refer to the Building Permit Information Guidance Document about criteria for issuance of a Building Permit.
- b. Building Permit fee is calculated at \$6 per \$1,000 of estimated construction cost (minimum fee \$30).

7. Georgia Department of Transportation Approval

- a. Contact the Georgia DOT for state requirements.
- b. Provide Georgia DOT permit/letter of approval for a proposed billboard sign within the jurisdictional limits of any interstate, federal, or state Highway.

8. Certificate of Completion

- a. Power for lighting will not be released until a Certificate of Completion is issued. Issuance of a Temporary Certificate of Completion is not available for signs.
- b. A Certificate of Completion will not be issued until an as-built survey of the sign is submitted indicating compliance with setback, distance and height requirements.
- c. The use of third party engineer/inspectors is not authorized for signs.



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Sign Location Permit Application – Oversized Signs Only
 (June 2003)

Please complete this application and submit with all necessary attachments as stated in the “Oversized Sign Permit General Information Guidance Document.” Please TYPE or PRINT using BLUE or BLACK ink.

Sign Permit Applicant Information	Sign Contractor Information
Applicant Name: _____ _____	Applicant Name: _____ _____
Address: _____ _____	Address: _____ _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Phone: _____	Contact Person Phone: _____
Email Address: _____	Email Address: _____
<p>Applicant is the (please circle or check one or more of the following):</p> <p><input type="checkbox"/> Property Owner <input type="checkbox"/> Oversized Sign Owner <input type="checkbox"/> Sign Contractor</p> <p>If the Property Owner is NOT the applicant, provide Property Owner name, address & phone: _____ _____ _____ Phone: _____</p>	

Oversized Sign Information:			
Site Address of Proposed Sign: _____			
Oversized Sign Type (please check or circle):			
<input type="checkbox"/> V-Shaped		<input type="checkbox"/> Back-to-Back	
<input type="checkbox"/> Side-to-Side			
Panel Dimensions (Feet):	_____ X _____	Setback from Right-of-Way (Feet):	
Number of Panels:		Setback from Right Property Line (Feet):	
Square Feet per Panel:		Setback from Left Property Line (Feet):	
Total Square Feet:		Setback from Rear Property Line (Feet):	
Height of Sign from Grade (Feet):		Height of Sign from Pavement Edge (Feet):	

Estimated Cost of Oversized Sign Construction: \$ _____

Are there any **EXISTING** Oversized Signs located on the property? No Yes (If yes, explain what will happen with these existing signs): _____

I have attached the completed form called "**Oversized Sign As-Built Survey Affidavit**" Yes No (If no, application can not be processed).

Note: A Building Permit is required, in addition to a Sign Location Permit, for Oversized Signs. Further, a Certificate of Completion is required prior to connection to permanent power or use of the Oversized Sign.

Note: An as-built survey must be submitted prior to the issuance of a Certificate of Completion. The survey shall indicate compliance with setback, distance, separation, height and dimensional requirements of the Sign Ordinance.

Note: Sign construction must be completed within 6 months or the Sign Location Permit expires.

*****Owner / Agent Signature*****

I hereby certify that there are no existing Oversized Signs except those indicated on this application or that any Oversized Sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the owner or duly authorized agent of the owner for the placement and maintenance of sign(s) hereunder. I further certify that the information contained herein is true and correct and that all information and accompanying site and building plans comply with Gwinnett County and State of Georgia requirements. I acknowledge that all site development reviews, approvals, permits, Georgia DOT permits (if required) and Building Plan Review approval must be completed and obtained prior to commencement of any construction activities. I acknowledge that construction must be completed within 6 months or a Sign Location Permit expires. I further acknowledge that I am required to submit an as-built survey, prepared and sealed by a Georgia registered land surveyor, for review prior to issuance of the required Certificate of Completion. This requirement is a condition of any Sign Location Permit issued. The as-built survey shall indicate compliance with setback, distance, separation, height and dimensional requirements.

Signature of Owner / Agent

Printed Name

Date Signed

Oversized or Billboard Sign. A ground sign which exceeds 30 feet in sign height and/or 300 square feet of sign surface area.

Sign Surface Area. The smallest square, rectangle, triangle, circle or combination thereof, which encompasses the entire sign inclusive of any border and trim, but excluding the base, apron, supports, and other structural members (Section 86-101).

*****To Be Completed by Planning & Development Staff*****

MRN: _____ Zoning District: _____ Zoning Case Number: _____

Allowable signage per Sign Ordinance: _____ square feet

Allowable signage per Zoning Case: _____ square feet

Building Permit Required: No Yes _____

Building Plan Review Staff (if yes)

Date Signed

Sign Location Permit is hereby: Approved Denied Reason for Denial: _____

By: _____
Development Review Staff

Date of Action

WDJ: A: Sign Permit Application – Oversized Signs



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Oversized Sign As-Built Survey Affidavit
(Revised August 2001)

Permit and/or Case #: SLP _____

Project and/or Site Address: _____

I acknowledge that Gwinnett County regulations require the permit holder for this Oversized Sign to submit an as-built survey, prepared and sealed by a Georgia registered land surveyor, for review prior to the issuance of a Certificate of Completion. This requirement shall be a condition of any permit issued by Planning & Development. The as-built survey shall indicate compliance with setback, distance, separation, height and dimensional requirements of the Sign Ordinance.

Printed Name of Sign Permit Holder:

_____ Date _____

Signature of Permit Holder:

_____ Date _____



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Existing Signage Removal Affidavit

(September 2003)

This affidavit must be completed if existing signage must be removed in order to be authorized any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Development Review Section of Planning & Development.

Project Name _____ Unit/Phase _____

The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage must be removed prior to completion of new signage as authorized by the issuance of the Sign Location Permit

Sign Location Permit Number: SLP _____

Property Owner

Property Owner's Printed Name _____

Property Owner's Signature _____ Date _____

Business Owner

Business Owner's Printed Name _____

Business Owner's Signature _____ Date _____

Sign Contractor

Sign Contractor's Printed Name _____

Sign Contractor's Signature _____ Date _____