

Community Services Department
3474 North Fulton Avenue
Hapeville, Georgia 30354
(404) 669 - 2120

Application Form for a Sign Permit

Approved _____ Denied _____

Date Submitted _____

Permit No. _____

Applicant: _____ Email: _____

Name of Business: _____ Suite Number: _____

Address of Building, structure or lot where the sign is to be attached or erected:

_____ Zoning Classification: _____

Applicant's Mailing Address: _____

Phone: _____ Do You Own this building? Yes _____ No _____

(If you do not own the property, please submit a letter of authorization from the property owner)

Property Owner (s): _____

(Please list a contact name for the company that owns the building)

Mailing Address: _____ Phone: _____

Name of person, firm, corporation, or association erecting the sign: _____

Address: _____ Phone: _____

Email: _____ Type of Sign _____

Type of Materials: _____ Linear Feet of Building or Tenant Frontage: _____

Length of Sign _____ Height of Sign _____ Total Square Footage of Sign _____

List and describe all other signs located on the lot:

Type of Sign

Size of Sign

Placement of Sign

Please submit with your application:

- Two sets of accurately scaled drawings of the plans, contents, specifications, and method of construction and attachment to the building or the ground for the sign must be submitted.
- A scaled drawing of the site showing drives, structures, setbacks from utility lines, property lines and street right of way and other site features must be submitted if you are requesting a pole or ground sign.
- A true colored picture or drawing of the proposed signage.
- Each application for a sign permit must be accompanied by a payment for the permit fee consisting of: **\$100.00.**

I hereby make application for a Sign Permit to the City of Hapeville, Georgia. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Hapeville, Georgia, reserves the right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to conform with all of City of Hapeville's Ordinances in full. I hereby acknowledge that all requirements of the City of Hapeville shall be adhered too. I can read and write the English language and/or this document has been read and explained to me and I have full and voluntarily completed this application. I understand that it is a felony to make false statements or writings to the City of Hapeville, Georgia pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

Applicant's signature

Date: _____

Sworn to and subscribed before me

This _____ day of _____, 20_____.

Notary Public

The issuance of a Sign Permit in no way allows the applicant to violate any regulation or ordinance of the City of Hapeville. Nor will the issuance of a sign permit be interpreted to allow for any violation of any ordinance or regulation of the City of Hapeville, Georgia.



Sign Application Review Sheet:

Comments and/or Conditions:

Property Address: _____ **: Property Zoning:** _____

Circle one: **Approved** **Approved with Conditions** **Not Approved**

Signatures Required for Approval:

_____ , Planning and Zoning Manager

_____ , Date

Once approved, applicant must proceed to the Community Services Department located behind City Hall to pull and pay for their sign permit(s).*