



# FAYETTEVILLE

NO LIMITS ON IMAGINATION

FAYETTEVILLE CITY HALL  
210 Stonewall Avenue West  
Fayetteville, Georgia 30214  
770-461-6029 Telephone  
770-460-4238 Facsimile  
www.Fayetteville-GA.gov

**APPLICATION:**

PERMANENT SIGN PERMIT

PSP# \_\_\_\_\_

FEE: \$100.00\*

**NOTICE:** Per the Unified Development Ordinance, all sign construction is subject to provisions of Article 6.

1. Submit an 8.5" x 11" scaled drawing of the sign.
2. Complete calculations of sign sizing
3. Provide construction details, how the sign will be installed.
4. Include a site plan with all structures, driveways, streets, right-of-way's, property lines, existing and proposed sign locations

**SIGN CONTRACTOR INFORMATION**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Information (if needed): \_\_\_\_\_

**JOB SITE INFORMATION**

Business Name: \_\_\_\_\_ Contact Person (if applicable): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_ Within Downtown Mixed-Use District:  Yes  No

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Address: \_\_\_\_\_

SIGN TYPE	MAXIMUM SQUARE FOOTAGE ALLOWED
Wall Signs	1.5 times the linear frontage, but not more than 150
Free Standing Ground Sign	35
Planned Center Ground Sign	45
Planned Center Common Area Sign	30

**PROPOSED SIGN INFORMATION**

TYPE AND DESCRIPTION OF PROPOSED SIGN(S)	DIMENSIONS OF PROPOSED SIGN(S)

**FOR WALL SIGN(S) ONLY:** Linear feet of Building frontage = \_\_\_\_\_ x 1.5 = \_\_\_\_\_

**Notes:** (a) Maximum area for a single wall sign shall not exceed 150 sq. ft.

(b) Two (2) wall signs allowed, total of the two (2) signs shall not exceed 150 sq. ft. Only one (1) wall sign is allowed per wall.

**AREA OF EXISTING SIGNAGE (IF APPLICABLE)**

TYPE OF EXISTING SIGN	SQUARE FOOTAGE	SIGN TO REMAIN?

**TOTAL COPY AREA OF EXISTING AND PROPOSED SIGNS:** \_\_\_\_\_

**REQUIRED SETBACKS FROM PROPERTY LINES (IF APPLICABLE):**

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Separation: \_\_\_\_\_ Height of Sign: \_\_\_\_\_

(Ground signs require a 10 foot setback from all property lines)

Sign Illuminated?    Yes    No                      Electrical Permit #: \_\_\_\_\_    N/A

(If circuit is not existing, a licensed electrical contractor will need to obtain a permit from the Planning and Zoning department)

I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Planning and Zoning Department Regulations and City Ordinances regulating same and in accordance to plans submitted. The applicant states that all work to be done is authorized by the owner of said property.

**Submitting application and payment of review fee does NOT constitute approval. You will be contacted within twenty working days regarding approval or denial of this application with authorization to erect the sign. All final inspection requests must be submitted in writing along with color photos of completed installation of sign by applicant/owner for final approval of the sign.**

**\* No fee for resubmittals**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Email application to :: [kprickett@fayetteville-ga.gov](mailto:kprickett@fayetteville-ga.gov)**

Authorization to initiate construction has been **APPROVED / DENIED** with the following comments or special conditions:

---

---

By: \_\_\_\_\_ Date: \_\_\_\_\_

---

**If the work authorized has not been completed within 180 days after the date of issuance and a final permit has not been requested in writing, the authorization shall become null and void and no final permit may be issued.**

**Within ten (10) days of completion of the sign pursuant to an approved application and an authorization to erect, the applicant shall deliver to the City a written request for a final permit along with current and dated color pictures of each face of the sign (at least three (3) inches by five (5) inches in size) and a signed affidavit that the pictures are current and accurate, that the sign was and is erected as described in the application as conditioned and authorized by the City, including size, location, building materials, height and lighting. Within ten (10) business days of the filing of a request for a final permit, the City shall issue the final permit or deny the final permit because of the applicant's failure to properly and timely submit the written request for a final permit, failure to properly and timely document the request, or failure to properly and timely erect the sign as described in the application conditioned and authorized by the City. An applicant who fails to request a final permit within ten (10) days of completion of the sign or who's request for a final permit is denied, shall remove the sign or parts of the sign within 30 days notice from the City. Failure to remove the sign shall constitute a separate ordinance violation for each day that the sign or part of the sign is not removed.**

---

This permit has been **APPROVED / DENIED** with the following comments or special conditions (if any):

---

---

By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Notice for Final Permit: \_\_\_\_\_ Received By: \_\_\_\_\_

Final Inspection Performed By: \_\_\_\_\_ Date: \_\_\_\_\_