




Please use blue or black ink to fill out this form.

SIGN PERMIT APPLICATION
 153 Willowbend Rd, Peachtree City, GA 30269
 P: 770-487-5731 F: 770-631-2552
WWW.PEACHTREE-CITY.ORG

Sign Permit Fee: \$100.00
 Receipt # _____
 Date Filed ___ / ___ / ___
 Fee _____ Issued by _____
Office Use Only

SIGN LOCATION	Street Address _____	CONTRACTOR	Name _____		
	Zoning District: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial\Industrial\Office Sign Programs: <input type="checkbox"/> The Avenues <input type="checkbox"/> Aberdeen Corners <input type="checkbox"/> Aberdeen Village <input type="checkbox"/> Braelinn Village <input type="checkbox"/> GA 54 West <input type="checkbox"/> Kedron Village <input type="checkbox"/> Marketplace <input type="checkbox"/> Peachtree Crossing <input type="checkbox"/> Peachtree Pointe <input type="checkbox"/> The Promenade <input type="checkbox"/> Westpark Walk <input type="checkbox"/> Willowbend Center <input type="checkbox"/> Wilshire Pavilion <input type="checkbox"/> Wisdom Pointe		TENANT	Name _____	
APPLICANT	Name _____	SIGN TYPE		<input type="checkbox"/> Monument	<input type="checkbox"/> Illuminated
	Address _____		<input type="checkbox"/> Wall	<input type="checkbox"/> Non-Illuminated	Please list
	City, State, Zip _____		<input type="checkbox"/> Menu Board	<input type="checkbox"/> Foam	
	Phone # _____		<input type="checkbox"/> Directional	<input type="checkbox"/> Wood	
	Email _____		<input type="checkbox"/> Blade Sign	<input type="checkbox"/> Metal	
			<input type="checkbox"/> Temporary Banner - Only 14 Days		
			Temporary Sign\Banner Fee: \$30		

SIGN DIMENSIONS	Sign Dimensions: _____ ft X _____ ft = _____ sq ft	SIGN REQUIREMENTS	<input type="checkbox"/> Sign centered architecturally?	CHECKLIST	
	Sign Height: _____ ft (grade to top of sign - 5' max)		<input type="checkbox"/> Colors consistent with architecture?		
			<input type="checkbox"/> Reverse channel letters? • Face: .90 min. aluminum thickness • Returns: .63 min. aluminum thickness	<input type="checkbox"/> Location on Lot?	<input type="checkbox"/> Landscape Design?
			<input type="checkbox"/> Is an electrical permit required?	<input type="checkbox"/> Scaled Drawings?	<input type="checkbox"/> Installation Date?
			<input type="checkbox"/> Is the sign out of the right-of-way?	<input type="checkbox"/> Color Samples?	<input type="checkbox"/> Building Frontage?
			<input type="checkbox"/> Is there an approval letter from owner?	BUILDING FRONTAGE	
				Please measure the building frontage of your space in feet.	_____ ft

BANNER DIMENSIONS	Banner Dimensions: _____ ft X _____ ft = _____ sq ft	BANNER DRAWING	 Show message and indicate colors \$30 fee for Temporary Signs\Banners	BANNER DATES	
	Securely attached to building (Maximum Size 35 sq ft)			Start: ____ / ____ / ____	End: ____ / ____ / ____

I hereby certify that I am the owner of the property on which the proposed sign will be located and I approve of its design and location:

Signature of Owner/Agent: _____ Date _____

OFFICE ONLY

Approved Denied Signature _____ Date _____

This application has been reviewed and approved with the following comments and conditions:

This application has been reviewed and denied for the following reasons:

SIGN ORDINANCE

For the complete Sign Ordinance please reference Chapter 66 in Peachtree City's Code of Ordinances

Sec. 66-15. Retail, commercial, office or industrial.

For properties which are zoned for any retail, commercial, office or industrial use, such properties may post only such signs as are authorized by this section. All signs not expressly authorized by this section are prohibited on such properties. Authorized signs shall comply with the following requirements:

- (1) **Monument signs.** Such property may contain one or more monument signs in accordance with the following:
 - a. Except for regulatory signs approved and erected by appropriate federal, state or local authorities, no signs shall be constructed, erected or maintained within a public right-of-way.
 - b. Only one monument sign per platted lot shall be allowed along the right-of-way, provided that for business premises fronting on more than one street, one monument sign shall be allowed along no more than two right-of-way frontages, which signs shall be separated a minimum of 200 feet.
 - c. All monument signs shall be located within a landscaped island with curb and gutter or within a landscaped area. No monument sign shall be permitted to encroach in a parking area to such extent that the remaining parking spaces fail to meet the minimum standards of the zoning ordinance for off-street parking.
 - d. The maximum sign area of any monument sign, inclusive of any border and trim, but excluding the base, apron, supports and other structural members shall be:
 1. On lots zoned for retail or commercial use with a single tenant, 35 square feet in sign area.
 2. On lots zoned for retail or commercial use with more than one tenant, including signs that are shared, 50 square feet in sign area.
 3. On lots zoned for office use, 35 square feet in sign area.
 4. On lots zoned for industrial use with a single tenant, 35 square feet in sign area.
 5. On lots zoned for industrial use with more than one tenant, including signs that are shared, 50 square feet in sign area.
- (2) **Drive thru menu boards.** In addition to any other monument signs authorized by this section, if such property contains a business premises where materials are delivered at a drive thru delivery point other than on the front side of the building, then one additional monument sign per delivery point shall be allowed to be located on the property in the side or rear yard; no such sign shall exceed 32 square feet in sign area nor five feet in height. The location of the menu board on the lot shall be approved as part of the site plan review process.
- (3) **Wall signs (retail and commercial zoning districts).**
 - a. For a single tenant building and/ or multi-tenant building with less than 100 linear feet of building frontage, the wall sign for each tenant shall be limited to no more than one and one-half square feet per linear foot of building frontage. The maximum area of the wall sign for each tenant shall not exceed 100 square feet.
 - b. For a single tenant building and/ or a multi-tenant building with more than 100 linear feet of building frontage, the wall sign for each tenant shall be limited to no more than two and one-half square feet per linear foot of building frontage. The maximum size of the wall sign for each tenant shall not exceed 150 square feet.
- (4) **Wall signs (office zoning districts).**
 - a. For a single or multi-tenant office building, the wall sign shall be limited to one-half square feet per linear foot of building frontage to a maximum of 30 square feet.
 - b. Each tenant within a multi-tenant office building that has direct access from the exterior of the building into the actual tenant space may have one wall sign not to exceed ten square feet located immediately adjacent to or above the entrance to the tenant space.
 - c. In a multi-building office complex, each building may have one identification sign not exceeding five square feet.
- (5) **Wall signs (industrial zoning districts).**
 - a. For an industrial building occupied by a single tenant, the wall sign shall not exceed one-half square feet per linear foot of building frontage. The maximum size of the wall sign for the building shall not exceed 50 square feet.
 - b. For a multi-tenant industrial building, each tenant shall be allowed one wall sign not to exceed 30 square feet. In a multi-building complex, each building may have an identification sign not exceeding five square feet.
 - c. For an industrial building with single-tenant or multi-tenant occupancy and more than 30,000 square feet of gross floor area, the wall sign shall not exceed one square foot per linear foot of building frontage. The maximum size of the wall sign shall not exceed 150 feet.
- (6) Wall signs may be flat against the wall or pinned away from the wall, but in no case project more than 15 inches from the wall surface.
- (7) For any building that is primarily used for retail and service commercial, office/institutional or industrial purposes, no part of a wall or building sign shall extend above the eave line or the top of a parapet on the wall to which it is attached.
- (8) For any building that is primarily used for retail and service commercial purposes, no part of a wall sign shall be located more than 36 feet above the existing level of the ground. In addition, for any retail or service commercial buildings, no sign shall be installed on any wall over the level of the bottom of any second story window on that wall unless the building is a multi-tenant structure where tenants have direct access from their second floor space to the outside. This direct access must include outside walkways and stairways properly designed for public use.
- (9) Signs may not cover or interrupt architectural features of a structure.
- (10) Multi-frontage sites are calculated with one major frontage only. The building frontage shall be determined by using the address of the building.
- (11) **Multi-tenant building directories** are allowed if not in excess of six square feet in width, two-inch maximum size letters, and must be located within ten feet of the structure(s) on the lot.
- (12) **Directional signs.** In addition to any other signs authorized herein, any such property may contain not more than two directional signs per driveway entrance. Such signs are limited to no more than 24 inches in height and no more than two square feet in sign area.
- (13) **Blade signs.** Where blade signs are approved as a part of the overall sign program for a particular retail or commercial development, the blade sign shall not exceed six square feet in area and shall maintain a seven-foot clearance between finish grade and the bottom of the sign. Blade signs shall not be illuminated.
- (14) **Master sign plan.** All multiple-occupancy development complexes, such as shopping centers or planned industrial parks, shall submit to the city planner a master sign plan prior to the issuance of new sign permits, which plan must comply with all provisions of this chapter. The master sign plan shall establish standards and criteria for all signs in the complex, which require permits and shall address, at a minimum, the following:
 - a. Proposed sign locations.
 - b. Approved materials and colors.
 - c. Type of illumination, including fixture specifications and wattage.
 - d. Design of free standing and wall sign structures.
 - e. Size.
 - f. Quantity.

- g. Uniform standards for non-business signage, including directional and informational signs.
- h. Identification of delivery or rear access door by name and suite number.

Approval by the city planner shall apply only to the architectural elements, uniformity of size, color and placement of the master sign program. The review by the city planner shall not address the content of any sign within the master sign program.

All applications for sign permits for signage within a multiple-occupancy development complex shall comply with the master sign plan.

Any amendments to a master sign plan must be approved by the city planner and the property owner(s) within the development complex before such amendment will become effective. Approval by the city planner shall apply only to the architectural elements, uniformity of size, color and placement of the master sign program. The review by the city planner shall not address the content of the master sign program.

It shall be the responsibility of the owner or leasing agent of the property to provide the occupant with a copy of the approved master sign plan.

The signing for new businesses within existing projects shall comply with the provisions of this chapter.

- (15) **Banners.** Banners shall be permitted in all zoning districts of the city, and shall be permitted for a period not to exceed 14 calendar days at any one time. Only one banner shall be permitted for an individual tenant or business during a period of 120 days. The maximum size of a permitted banner shall not exceed 35 square feet. Banners shall be securely attached to a building and maintain a seven-foot clearance between walking surface and bottom edge of the banner if placed over a walk surface. Banners shall not be attached to the roof of the structure, or above the parapet line of the structure. Unless specifically permitted elsewhere in this chapter, no banner will be permitted off the premises.
- (16) **Window signs.** Except as otherwise provided in this chapter, window signs are allowed for each tenant within commercial zoning districts only (GC, LC, and LUC). Window signs are defined as any type of sign that is located on the interior of a business premises and is either attached to or is located within 48 inches of an exterior window, and is intended primarily to be viewed from the exterior of the premises. Window signs may be installed without a permit, but they must be installed in accordance with the provisions of this chapter.

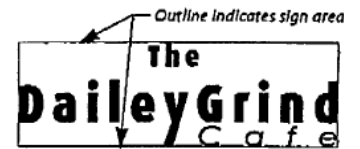
Window signage applied directly to the window shall be limited to decal-type or direct adhesion graphics. No panels, boxes or other items mounted directly against the face of the window shall be allowed. There shall be no background for window signage which obstructs view through the glass. Opaque signage shall be limited to the letter and/ or graphics only.

The total square footage of all window signs shall not exceed 25 percent of the individual tenant's total window area exposed to public view, subject to the following conditions:

 - a. No more than six windows shall be used to display window signs; and
 - b. If the business premises has three windows or less, no more than two windows shall be used to display window signs.
 - c. No more than 50 percent of an area of a window shall be used to display window signs, and no window sign shall extend from one window to another. As used in this section, the term "window" shall include only the glass portion of a window, and shall not include any frames or other non-glass portion of such window. Glass doors are to be considered windows for the purposes of administering this article.
 - d. Temporary writing or graphics applied to the glass or window, such as by marker, paint or shoe polish, shall be prohibited.
- (17) If a lot contains a mixture of commercial, industrial and/or residential uses, the signage requirements for each use shall apply. For example, if a lot contains residential and commercial uses, the sign regulations for the residential uses on such lot shall be as set forth in section 66-13 or section 66-14, and the sign regulations for the commercial uses on such lot shall be as set forth in this section.

Sec. 66-16. Computation of sign area.

The area of a sign shall be computed as the area within the smallest rectangle enclosing the limits of the surface of a sign whereon the sign face or sign face modules may be placed, including all portions of a sign structure that provide a background for the sign face and are not intended to contain any message or idea and are purely structural or decorative in nature. Any open space contained within the limits of the rectangle delimiting the sign face, sign face module, or sign structure shall be included in the computation of the area of such sign face, sign face module, or sign structure.



Sec. 66-5. Prohibited signs.

- (1) Signs imitating warning signals; signs displaying lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance or rescue vehicles; signs using words, slogans, dimensional shape or size, or colors of governmental traffic signs in such a manner as to resemble official traffic signs.
- (2) Signs with lights blinking and/or flashing in series, lines, or rows.
- (3) Flashing, blinking, fluctuating, or otherwise animated signs.
- (4) Signs attached to fences, trees, utility poles or boxes or traffic control devices; signs painted on or otherwise attached to rocks or other natural objects; signs, other than those placed by a local, state or federal government, located within the public street right-of-way or within five feet of the edge of curb or closest edge of the pavement of any public street.
- (5) Signs emitting or utilizing in any manner any sound capable of being detected on a public road by a person of normal hearing.
- (6) Signs which obstruct any fire escape, any means of egress or ventilation, or prevent free passage from one part of a roof to any other part thereof; signs attached in any manner to any fire escape.
- (7) Banners, fringe, twirling, sidewalk or curb-type signs, balloons, streamers, pennants, portable display signs, air or gas filled figures and other similar temporary signs, other than as specifically authorized in this chapter.
- (8) Roof signs.
- (9) Signs displaying any statement, word, character or illustration of an obscene nature.
- (10) Illuminated signs from or to which direct rays of light are projected onto a lot other than on the lot where the illumination occurs.
- (11) Portable signs, other than as specifically authorized by the sign ordinance.
- (12) Search lights or similar devices.
- (13) Vending machines, trash cans, or other outdoor devices which display a commercial message if the total area of the commercial message is more than two square feet in area.
- (14) Animated signs.
- (15) Awning signs.
- (16) Internally-illuminated signs.
- (17) Marquee signs.
- (18) Bench signs.