



Outdoor Advertising Checklist & Application

This packet contains a checklist and examples of what must be submitted with every outdoor advertising/billboard application. If each item is not included, the application will be considered incomplete. MBPZ staff cannot process incomplete applications and cannot hold incomplete applications until the required items are submitted. Faxed and emailed information shall not be accepted in lieu of original documents required for a complete application.

- 1. Outdoor Advertising Application
 - a. The application should be in the name of the property owner and bear his or her original signature, or a letter, bearing an original signature of the owner, authorizing another person to make the application in his or her name.
- 2. Survey by a licensed GA surveyor- 2 full size and 1 reduction is required:
 - a. Survey must be drawn to scale & show:
 - i. The location of the proposed billboard, including the billboard shape;
 - 1. Staff cannot accept a sketch that is not drawn to scale and that accurately represents both the location and billboard design {V-shaped, etc.}.
 - ii. Shall show all required setbacks from property lines and rights-of-ways;
 - iii. 5000FT radius around the proposed billboard if application is for a multi-message billboard;
 - iv. Distance to the nearest billboard, (cannot be within a 1,000LF of another billboard on either side of the road, regardless from the orientation);
 - v. A certificate that the proposed board is not located within five hundred (500) FT in any direction of a public park, public playground, public recreation area, public forest, scenic area, or cemetery and is not within one thousand (1,000) feet of the property line of a historic zoning district, national register historic district or any legally recognized historical site or monument;
 - 1. If the location does not meet these distance requirements, the certification will need to state the distance to each item and identify it by a name and address. If it's a historic district, the name shall be identified.
 - vi. a surveyor's seal with an original signature across seal.
- 3. If the application is a conditional use, the application shall include a narrative.
- 4. Structural plans of the billboard (2 full size and 1 reduction).
- 5. If your proposed sign requires any variances, you must submit a separate variance application which will require 2 full size and 1 reduction of the survey, and a narrative explaining why the variance is justifiable.

This check list must be submitted with the application and the MBPZ staff member must initial beside each box you have checked to verify that the application is complete. Failure to submit this checklist will constitute an incomplete application. MBPZ staff shall not complete a GDOT billboard application until a permit is issued for a specified location. Once the form is signed by MBPZ staff, a copy of the form shall be placed in the permit file.



APPLICATION FOR OUTDOOR ADVERTISING SIGNS

THIS SPACE FOR OFFICE USE ONLY

USE TYPE: (check one) CU PU CU w/SPR PU w/SPR **AGENDA DATE** (If applicable): _____

PROPOSED USE: _____

MAP/ PARCEL NUMBER: _____ DISTRICT: _____ PERMIT NUMBER: _____

REFERENCE OTHER PERMITS: _____

LDA: _____ OTHER PERMITS: _____ VARIANCES: _____

SETBACKS: Front: _____ Side: _____ Side: _____ Rear: _____

RECEIPT NUMBER: _____ AMOUNT: \$ _____ DATE: _____

APPROVED BY: _____ DATE: _____

CONDITIONS OF APPROVAL: _____

PLEASE PRINT LEGIBLY

DATE: _____

1. Address of Proposed Use: _____
2. Applicant's Name: _____
3. E-mail address for primary contact (required) _____

PLEASE NOTE: When possible, any correspondence for an agenda item will be by email.

4. Applicant's Mailing Address: P. O. Box/ Street Address _____
 City _____ State _____ Zip _____
5. Applicant's Daytime Phone: _____ - _____ - _____
6. Property Owner's Name: _____
7. What are the sign dimensions? _____ x _____ = _____ square feet.
8. What is the height of the sign? _____ ft.
9. What kind of sign is proposed? Single face Double face Vertical
 V-shaped Multiple message
10. To what street, highway, or interstate will the sign read? _____

11. Does your application include a certified drawing from a Georgia licensed surveyor showing that all setback requirements have been met from existing outdoor advertising signs, schools, public areas or buildings, historic districts or monuments, residential districts or structures? Yes No

PLEASE NOTE: Plans and specifications including structural details must be submitted with this application as well as a photograph of the proposed sign location. Multiple copies of the materials may be required.

PLEASE READ, SIGN AND DATE

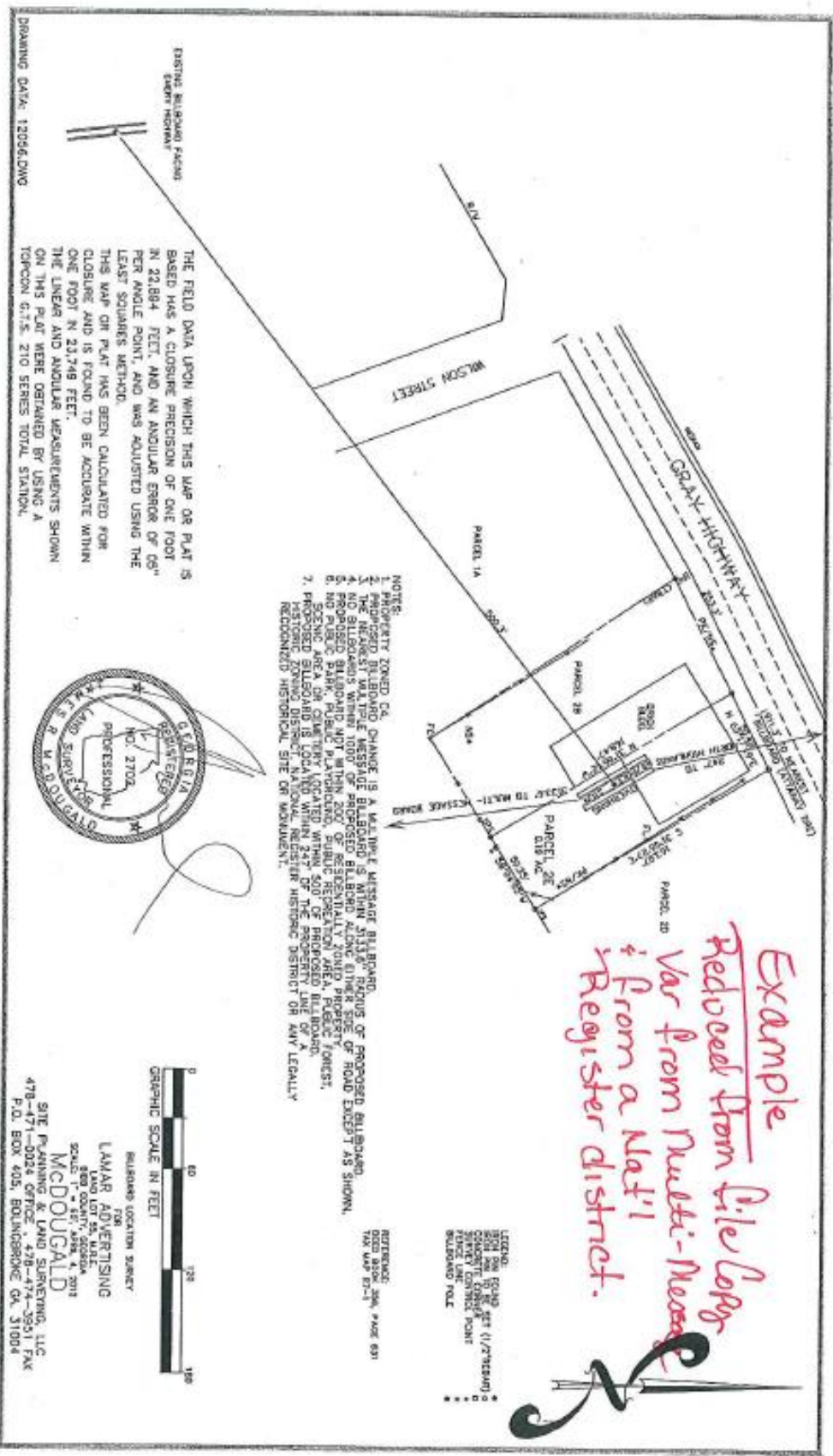
This application does not violate any restrictive covenants applicable to the property and all statements are true to the best of my knowledge and belief. I realize that distances should be exact and if errors result in a violation of zoning regulations, then the structure will have to be removed.

As applicant, I hereby grant permission for Planning and Zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Resolution for Macon-Bibb County, Georgia.

I hereby attest that I am the owner of the referenced property or have permission from the owner to make this application.

SIGNATURE _____ DATE _____

**Please make checks payable to Macon-Bibb County Planning and Zoning Commission
If you have any questions and or concerns, please contact us at info@mbpz.org**

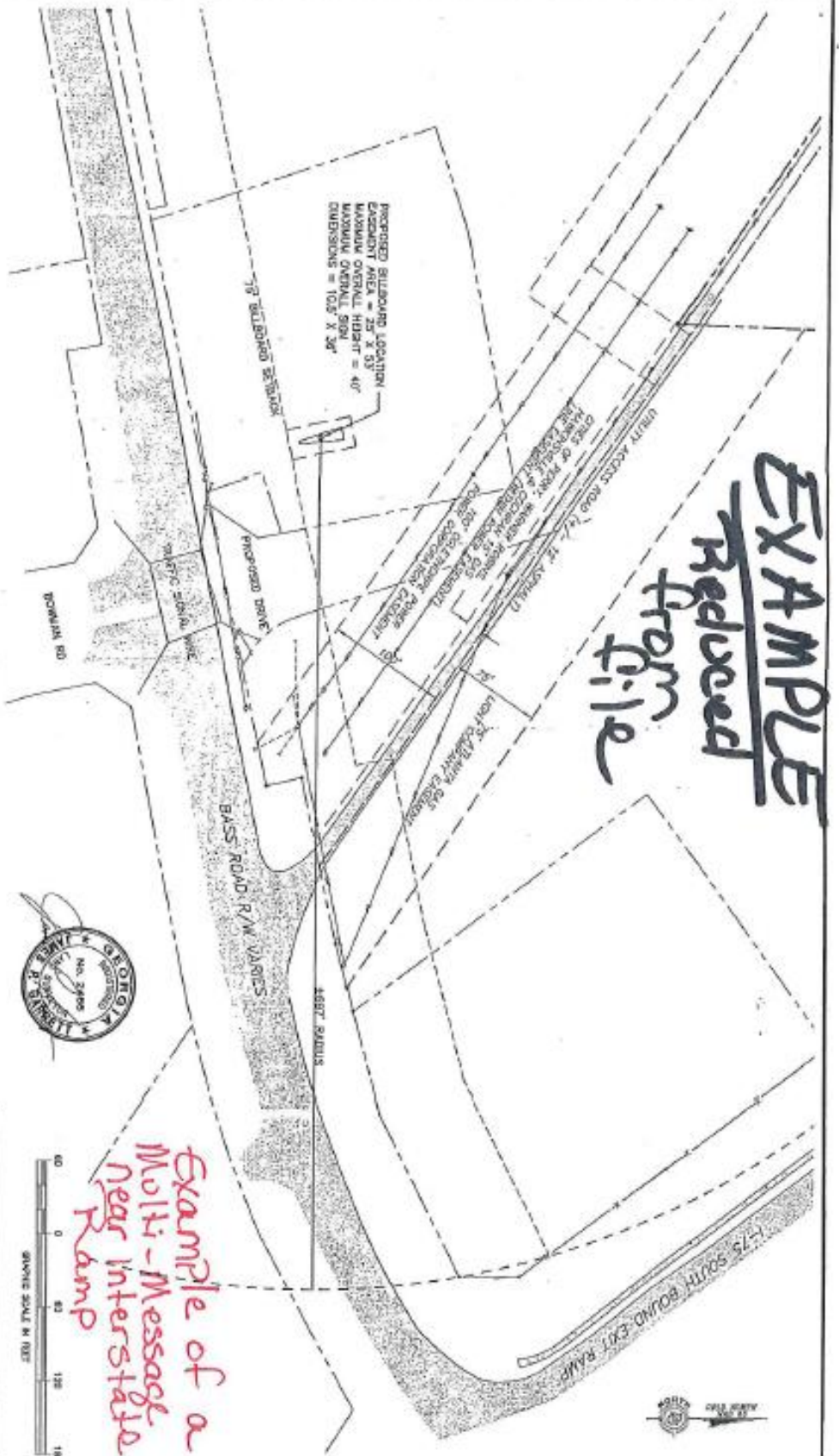


*Example
 Reduced from File Log
 Var from Multi-Message
 Register district.*

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 22,894 FEET, AND AN ANGULAR ERROR OF 09" PER ANGLE POINT, AND WAS ADJUSTED USING THE LEAST SQUARES METHOD.
 THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 22,748 FEET.
 THE LINEAR AND ANGULAR MEASUREMENTS SHOWN ON THIS PLAT WERE OBTAINED BY USING A TOPCON G.T.S. 210 SERIES TOTAL STATION.



EXAMPLE
Reduced
from
file



*Example of a
Multi-Message
Near Interstate
Ramp*

NOTES

1. THE PROPOSED SIGN LOCATION IS NOT WITHIN 100' OF A NATIONAL ZONING DISTRICT, NATIONAL RESERVE DISTRICT OR ANY LEGALLY RECOGNIZED SITE OR MONUMENT.
2. THE PROPOSED SIGN LOCATION IS NOT LOCATED WITHIN 200' OF RESIDENTIALLY ZONED LAND.
3. THE PROPOSED SIGN LOCATION IS NOT WITHIN 100' FEET OF ANY OTHER BILLBOARD AS MEASURED ALONG THE RIGHT OF WAY FROM THE NEAREST CORNER OF SIGN OR SIGN OR ANOTHER BILLBOARD AS MEASURED BY THE MAJOR ROAD AND THE RELATIONSHIP.
4. THE PROPOSED SIGN LOCATION IS NOT LOCATED WITHIN 100' OF THE PROPERTY LINE OF A PUBLIC SCHOOL, COMMUNITY PUBLIC PARK, PLAYGROUND, OR RECREATIONAL AREA, PUBLIC FOREST, OR PUBLIC BUILDING USED PRIMARILY AS PLACES OR PUBLIC BUILDING.
5. THE PROPOSED SIGN LOCATION DOES NOT VIOLATE THE DEPARTMENT OF TRANSPORTATION'S "BLACK-OUT" AREA.

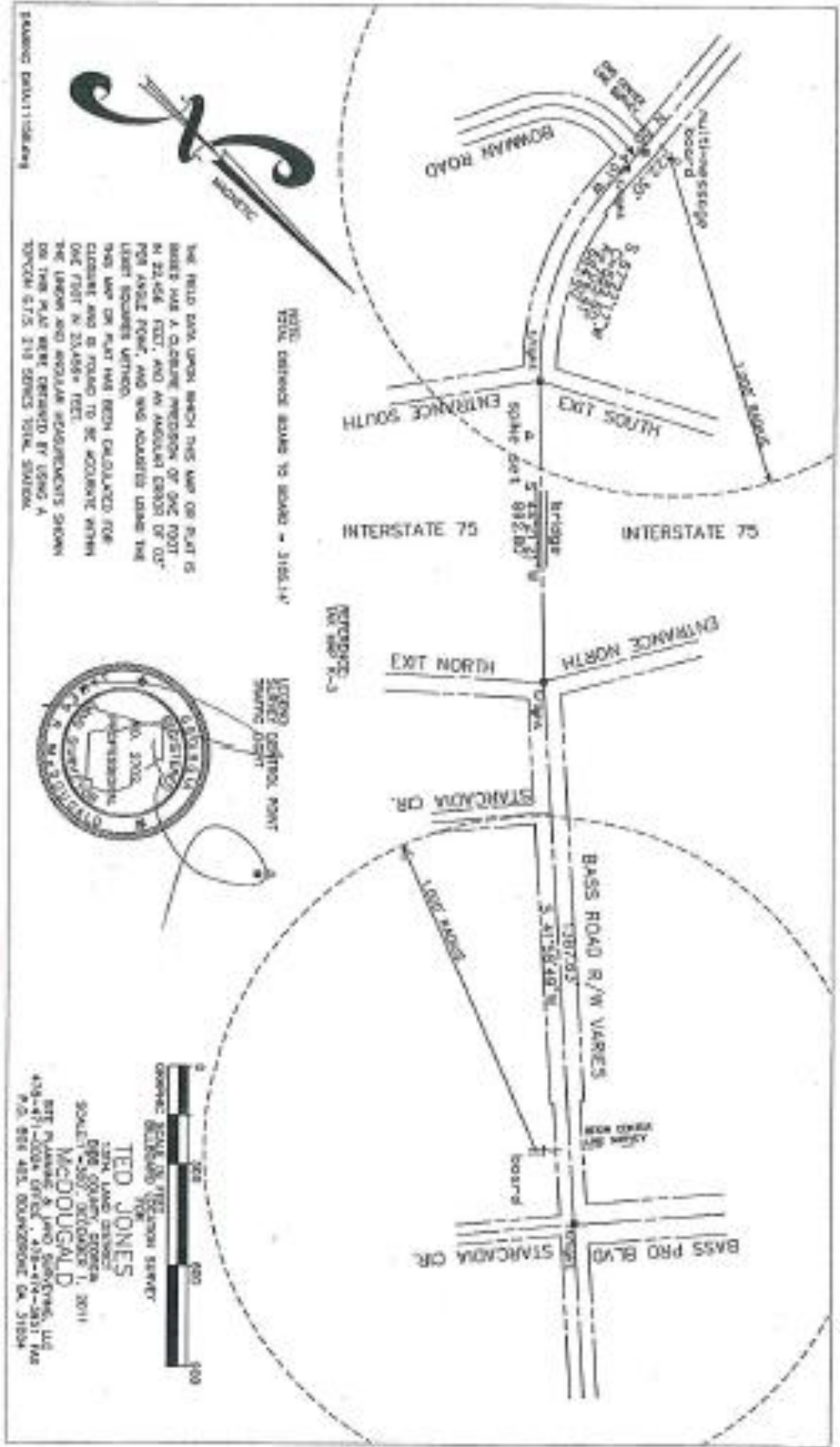
1. DONALDSON, GARRETT AND ASSOCIATES, INC. AND THE LAND SURVEYOR WHOSE SEAL IS AFFIXED HERETO DO NOT GUARANTEE THAT ALL EXISTENTS WHICH MAY AFFECT THIS PROPERTY ARE SHOWN.
2. THIS DRAWING HAS BEEN GENERATED ELECTRONICALLY. THE AREA SHOULD NOT BE CONSIDERED A COPIED DOCUMENT UNLESS IT HAS BEEN PROPERLY SEALED AND ORIGINALLY SIGNED BY A REGISTERED LAND SURVEYOR OR DONALDSON, GARRETT AND ASSOCIATES, INC. AUTHORITY OF O.C.G.A. 43-10-22



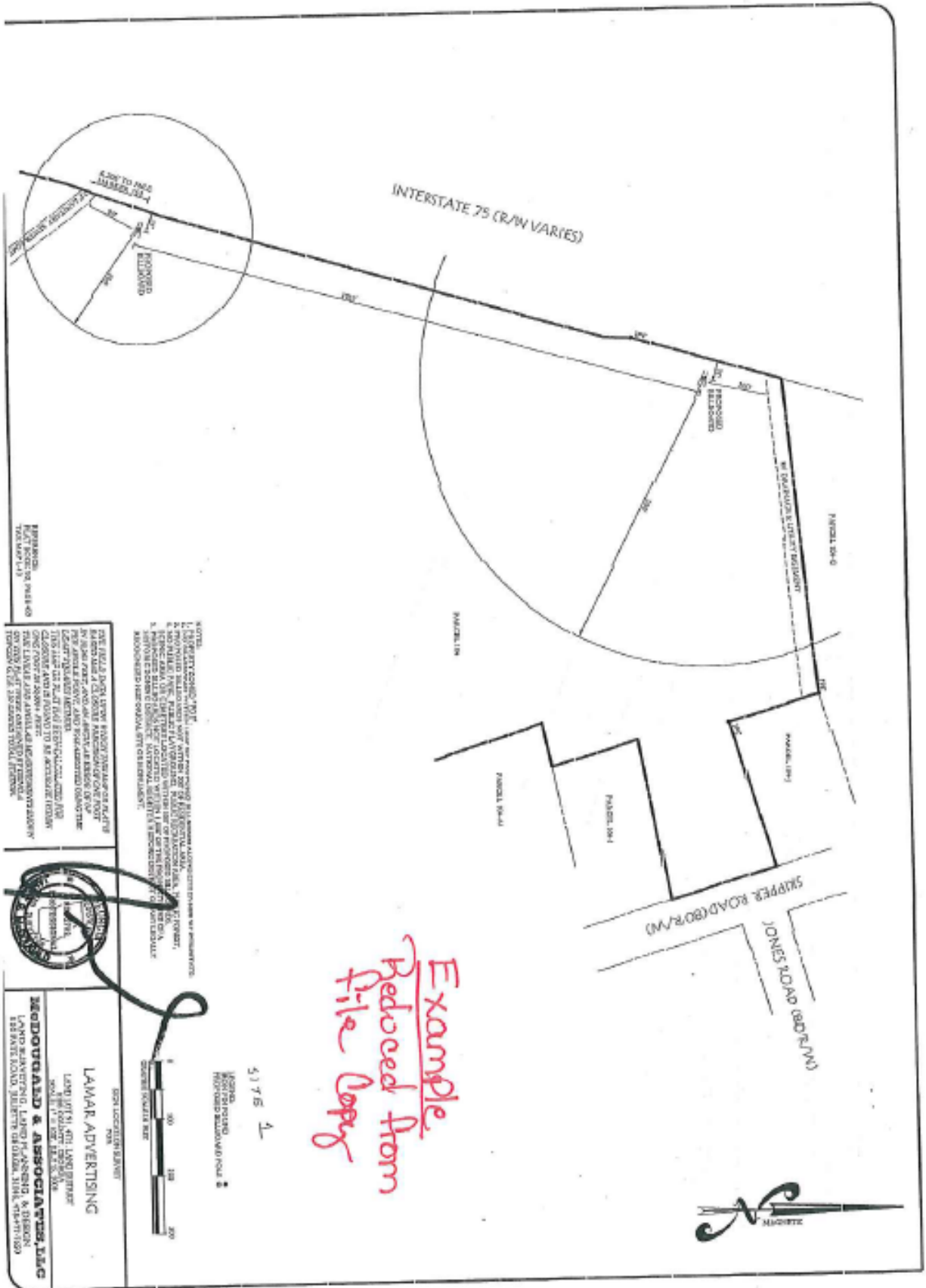
PROPOSED BILLBOARD LOCATION SKETCH
FOR
**ROB BALLARD
PROVIDENCE TOWNE
CENTER**
OBERLIN COUNTY

6-21-2010 - REVISED BILLBOARD	R.L.S. NO. 2848	SCALE	1" = 80'
LOCATION AND DATE	DATE: MAY 21, 2010	DWG. N/A	
	DRAWN: JPS	DRAWING NO. 4832-10-6	
	CHECK: DJS	FIELD BOOK	
	PLOL. NO. 1323-04-01		

DONALDSON,
GARRETT
&
ASSOCIATES,
INC.
REGISTERED LAND SURVEYORS
1000 W. BROADWAY, SUITE 1000
COLUMBIA, SC 29201
(803) 799-1111



EXAMPLE
 Reduced from
 file copy -
 Variance between digital
 Boards



NOTES:

1. CONVEYANCE TO THE LAND ADVERTISING COMPANY SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE GENERAL AGREEMENT WITH THE LAND ADVERTISING COMPANY.
2. THE LAND ADVERTISING COMPANY SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE BUILDING AND THE INSTALLATION OF THE EQUIPMENT.
3. THE LAND ADVERTISING COMPANY SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE BUILDING AND THE INSTALLATION OF THE EQUIPMENT.
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5. THE LAND ADVERTISING COMPANY SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE BUILDING AND THE INSTALLATION OF THE EQUIPMENT.

THIS PLAN IS A GENERAL STATEMENT OF THE PROVISIONS OF THE AGREEMENT AND IS NOT A CONTRACT. THE LAND ADVERTISING COMPANY SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE BUILDING AND THE INSTALLATION OF THE EQUIPMENT. THE LAND ADVERTISING COMPANY SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE BUILDING AND THE INSTALLATION OF THE EQUIPMENT.



DEED OF CONVEYANCE

LAMAR ADVERTISING

LAND WITH AN INTEREST IN THE COUNTY OF TARRANT, TEXAS

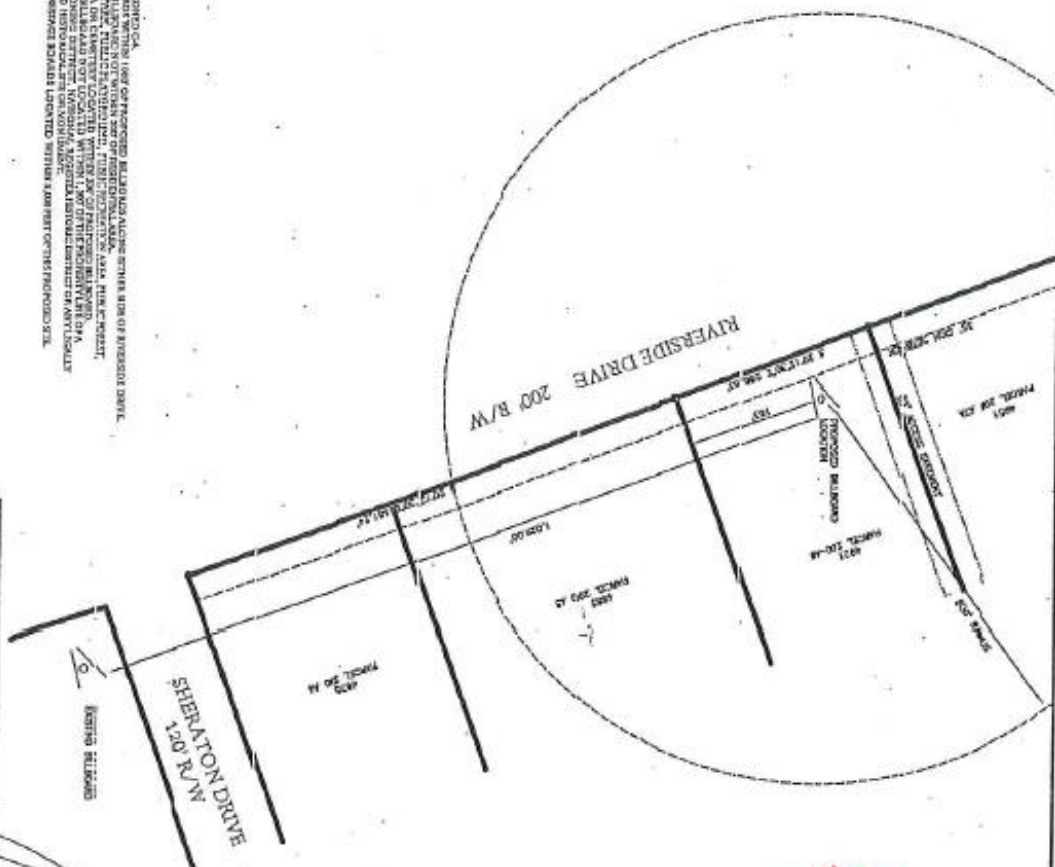
DEED OF CONVEYANCE

LAMAR ADVERTISING, LARRY H. ANNING, & SHERON

ESSEX ROAD, MURFREESBORO, TENN. 37130

PLANNING & ENGINEERING, INC. 10000 W. 10TH AVENUE, SUITE 100, DENVER, CO 80202

- NOTES:**
1. THIS PLAN IS THE PROPERTY OF PLANNING & ENGINEERING, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PLANNING & ENGINEERING, INC.
 2. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF PLANNING & ENGINEERING, INC.
 3. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF PLANNING & ENGINEERING, INC.
 4. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF PLANNING & ENGINEERING, INC.
 5. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF PLANNING & ENGINEERING, INC.
 6. NO PART OF THIS PLAN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF PLANNING & ENGINEERING, INC.



*Example
Reduced
from file
copy*



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McDUGGARD & ASSOCIATES, LLC
LAND SURVEYING, LAND PLANNING, & DESIGN
410 PINE BLVD., SUITE 100, DENVER, CO 80202



Example of Cu applications

MACON-BIBB COUNTY PLANNING AND ZONING COMMISSION
CONDITIONAL USE APPLICATION OF [REDACTED] LLC and
[REDACTED]
1687 BASS ROAD

[REDACTED], a Georgia limited liability company (hereinafter, "[REDACTED]") owns fee simple title to 1.12 acres of real property located at 1687 Bass Road in Bibb County, Georgia (the "Property"). [REDACTED], a Georgia limited liability company ([REDACTED]) holds a leasehold interest in a portion of the Property for the purpose of constructing a billboard sign. A V-shaped billboard sign (the "Existing Sign") was previously approved for the Property by the Macon-Bibb County Planning & Zoning Commission (the "Commission") and has been installed on the Property since September, 2009.

Currently, [REDACTED] and [REDACTED] have filed a conditional use application with the Commission seeking approval to convert the Existing Sign to a multi-message board. The existing sign meets the requirements of Section 25.08[1],[2],[3] of the Macon-Bibb County Comprehensive Land Development Resolution (the "Resolution"), with the exception of Section 25.08[3](f), for which a simultaneous variance application is pending. *The size and height of the Existing Sign will not change.*

Electronic photographs of the Existing Sign will be provided to the Commission.

Example of Variance Narrative

MACON-BIBB COUNTY PLANNING AND ZONING COMMISSION
VARIANCE APPLICATION OF [REDACTED] and [REDACTED]
[REDACTED]
1687 BASS ROAD

[REDACTED] a Georgia limited liability company (hereinafter, [REDACTED]) owns fee simple title to 1.12 acres of real property located at 1687 Bass Road in Bibb County, Georgia (the "Property"). [REDACTED] a Georgia limited liability company ([REDACTED]) holds a leasehold interest in a portion of the Property for the purpose of constructing a billboard sign. A V-shaped billboard sign (the "Existing Sign") was previously approved for the Property by the Macon-Bibb County Planning & Zoning Commission (the "Commission") and has been installed on the Property since September, 2009. *The size and height of the Existing Sign will not change.*

Currently, [REDACTED] and [REDACTED] have filed a variance application with the Commission seeking a variance in the minimum distance requirements between an existing multi-message board located at 1550 Bass Road in Bibb County, Georgia (the "Alternate Board") and the Existing Sign. As shown on the attached survey, the distance from the Alternate Board to the Existing Sign is 3,105.14 feet, which is less than the 5,000 foot minimum distance between signs as established by Section 25.08 [3](f) of the Macon-Bibb County Comprehensive Land Development Resolution (the "Resolution").

The proposed variance should be granted to [REDACTED] and [REDACTED] for a multitude of reasons. First, Bass Road is rapidly becoming a major commercial road in Bibb County, located near the enormous Bass Pro Shop retail facility and the Shoppes at River Crossing. As such, Bass Road is already recognized as a commercial thoroughfare in north Bibb County suitable for multi-message requirements, as evidenced by the Commission's previous granting of the multi-message approval for the Alternate Board. Second, the distance between the Alternate Board and the Existing Sign includes the right of way for Interstate 75, which serves as a natural divider and buffer to prevent any visual clutter arising from the proximity of the Alternate Board and the Existing Sign. Third, the high-end multi message board is a significant investment and upgrade to the Existing Sign, reflecting the upscale nature of the retail and commercial properties located in the immediate vicinity of the Property. Fourth, the Existing Sign is located to the south of the right-of-way of Bass Road, while the Alternate Board is located to the north of the right-of-way of Bass Road. Fifth, there are no single family residential houses in the immediate vicinity of the Existing Sign. Finally, the Alternate Board cannot be seen from the Existing Sign, as evidenced by the electronic photographs provided with this narrative.

Given these facts, the variance can be granted without substantial impairment to the intent, purpose and integrity of the Resolution and will not be a detriment to the use and enjoyment of the adjoining or neighboring properties.

It is respectfully requested that the variance and simultaneous conditional use application for a multi-message board should be granted based on the facts as discussed herein.