



APPLICATION FOR SIGNAGE

<u>THIS SPACE FOR OFFICE USE ONLY</u>	
USE TYPE: <i>(check one)</i> CU <input type="checkbox"/> PU <input type="checkbox"/> CU w/SPR <input type="checkbox"/> PU w/SPR <input type="checkbox"/>	
PROPOSED USE: _____	
MAP/ PARCEL NUMBER: _____ DISTRICT: _____ PERMIT NUMBER: _____	
REFERENCE OTHER PERMITS/FILES: _____	
VARIANCES: _____ AGENDA DATE <i>(If applicable)</i> : _____	
RECEIPT NUMBER: _____ AMOUNT: \$ _____ DATE: _____	
APPROVED BY: _____ DATE: _____	
CONDITIONS OF APPROVAL: _____	

PLEASE PRINT LEGIBLY

DATE: _____

1. Address of Proposed Use: _____
2. Applicant's Name: _____
Business Name: _____
3. Application is for this type of business or use: _____
4. E-mail address for primary contact (required): _____

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

5. Applicant's Mailing Address: P. O. Box or Street Address _____
City _____ State _____ Zip _____
6. Applicant's Daytime Phone: _____ - _____ - _____
7. Property Owner's Name: _____
8. Has Zoning Compliance been issued for the business, land use, or structure for the proposed sign location? Yes No
9. Is the sign for a single tenant of a shopping center, office building, or other multi-tenant property? Yes No
10. Is the proposed sign to be used at a property or structure containing only one tenant or business? Yes No
11. What is the linear footage of tenant space? (Length of façade where the primary entrance is located) _____ Ft. _____ In.
12. What is the linear footage of lot frontage? (Width of the property, if this is a corner lot, use only the longest frontage-do not add the two lengths together.) _____ Ft. _____ In.
13. How many lanes of traffic are adjacent to the proposed sign location? _____
14. Will any part of the proposed sign or sign structure hang over a public right-of-way? Yes No
15. Please complete the following for all proposed and existing signage at this location

****Sign Type may be awning, wall, projecting, monument, pylon/freestanding, reader board, professional nameplate, or ID Sign. Billboards require a different form and are any sign over 299 square feet except office park or shopping center ID signs.***

Please indicate whether each of the signs listed above is a New Sign or if it is simply changing the face of an existing sign. If you're changing a cabinet, or installing new channel letters, it's considered a NEW sign. If you're changing a panel of an existing cabinet or changing the lettering of a panel in an existing cabinet, it's a change of face (COF).

	Sign Type*	Status (Existing or Proposed)	Number	Size (L x W) (Indicate ft or in)	Height (If freestanding)	Square Feet
1.				X		
2.				X		
3.				X		
4.				X		
5.				X		
6.				X		
7.				X		
8.				X		
9.				X		

16. If any of the above listed signs are Electronic Graphic Display (EGD) signs, please complete the following:

- a. Message Duration: _____ Sec. _____ Min. _____ Hrs.
- b. Max. (Brightness) Nits- *daylight* _____ *dusk* _____
- c. Is the sign equipped with a photocell dimmer? Yes No
- d. Does the sign have a default mechanism? Yes No
- e. What is the transition method: _____; Transition time: _____ Sec.
- f. What is the square footage of entire sign? _____; of the EGD portion of sign? _____ SF
- g. How many feet from the edge of the proposed sign to the nearest structure used as a residence? _____ ft
- h. Is this sign a fixed copy sign? Yes No (*A fixed copy consists of single color text, which is static but is capable of changing without altering the surface of the sign. Message changes are accomplished without scrolling, fading, dissolving. Such signs May not pulsate, flash, or contain any form of animation. Messages shall not change more than once in a 24-hour period.*)
- i. Have you received an opinion from the Traffic Engineer? Yes No

17. On a separate sheet of paper, provide the following information:

- a. A drawing showing the shape of the entire lot(s) including the location of streets adjacent to the property and the number of lanes on those streets and the location of all signs and structures, existing and proposed, including the setbacks of each freestanding sign from the property lines.
- b. The location of any streams, creeks, or easements.
- c. An image of the proposed signs, including any sign structures and the sign dimensions.

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**