



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

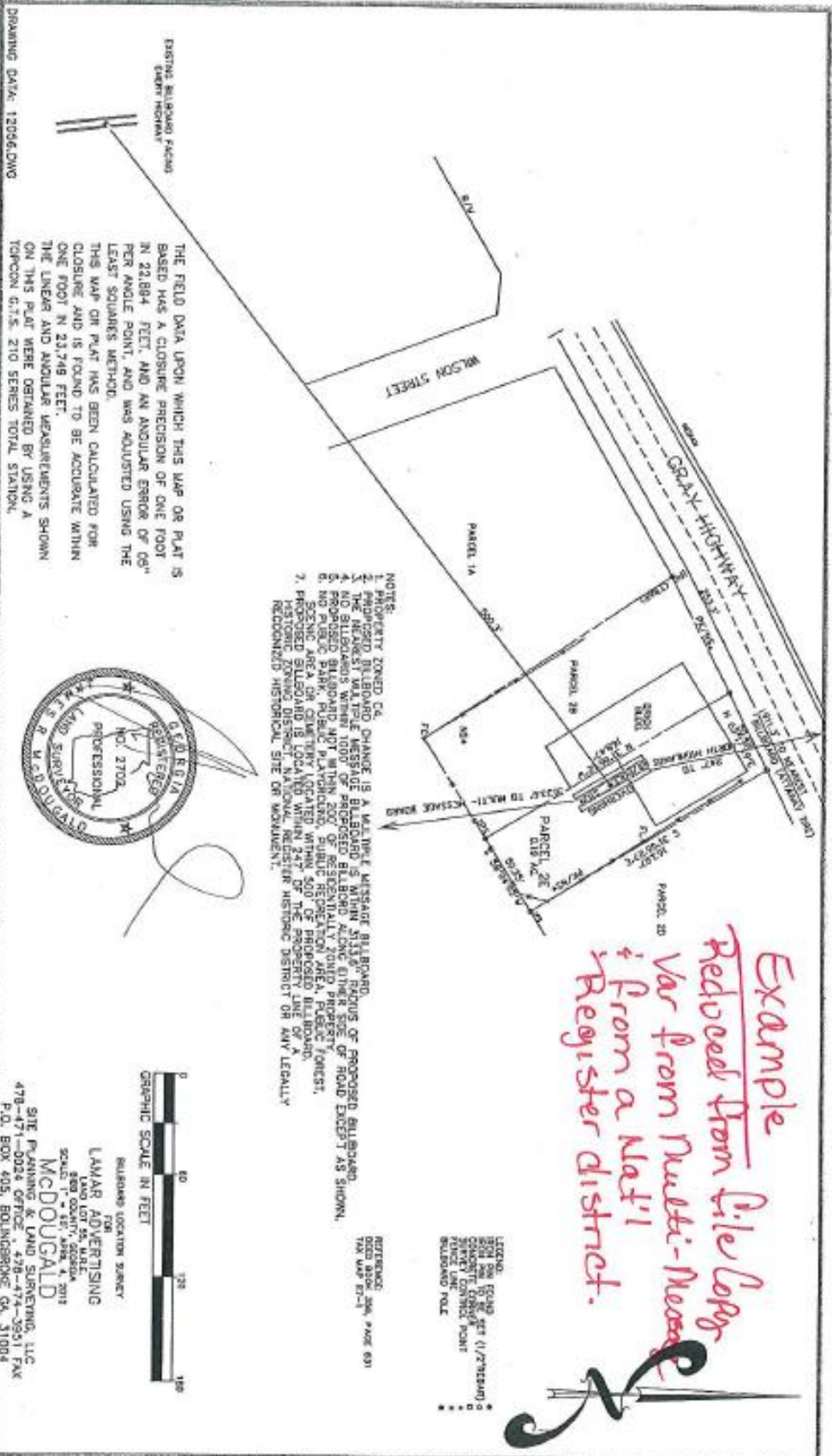
This application does not violate any restrictive covenants applicable to the property and all statements are true to the best of my knowledge and belief. I realize that distances should be exact and if errors result in a violation of zoning regulations, then the structure will have to be removed.

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**



DRAWING DATE: 12/06/2010

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.

- NOTES:
1. PROPERTY ZONED C-4.
 2. PROPOSED BILLBOARD CHANGE IS A MULTIPLE MESSAGE BILLBOARD.
 3. THE NEAREST MULTIPLE MESSAGE BILLBOARD IS WITHIN 211.6' RADII OF PROPOSED BILLBOARD.
 4. THE BILLBOARD IS PROPOSED ALONG EITHER SIDE OF ROAD EXCEPT AS SHOWN.
 5. PROPOSED BILLBOARD IS PROPOSED ALONG EITHER SIDE OF ROAD EXCEPT AS SHOWN.
 6. PROPOSED BILLBOARD IS PROPOSED ALONG EITHER SIDE OF ROAD EXCEPT AS SHOWN.
 7. PROPOSED BILLBOARD IS LOCATED WITHIN 500' OF PROPOSED BILLBOARD.
 8. NO PUBLIC PARK, PUBLIC PLAYGROUND, PUBLIC RECREATION AREA, PUBLIC MARKET, OR OTHER PUBLIC USE IS LOCATED WITHIN 247' OF THE PROPOSED BILLBOARD.
 9. PROPOSED BILLBOARD IS LOCATED WITHIN 247' OF THE PROPERTY LINE OF A REGIONAL ZONING DISTRICT, NATIONAL REGISTER HISTORIC DISTRICT OR ANY LEGALLY DESIGNATED HISTORICAL SITE OR MONUMENT.



GRAPHIC SCALE IN FEET

0 50 100 150

BILLBOARD LOCATION SURVEY

LAMAR ADVERTISING

580 COUNTY ROAD 202

SCALE: 1" = 100' DATE: 12/06/2010

MCDUGALD

SITE PLANNING & LAND SURVEYING, LLC

478-471-0024 OFFICE • 478-474-3501 FAX

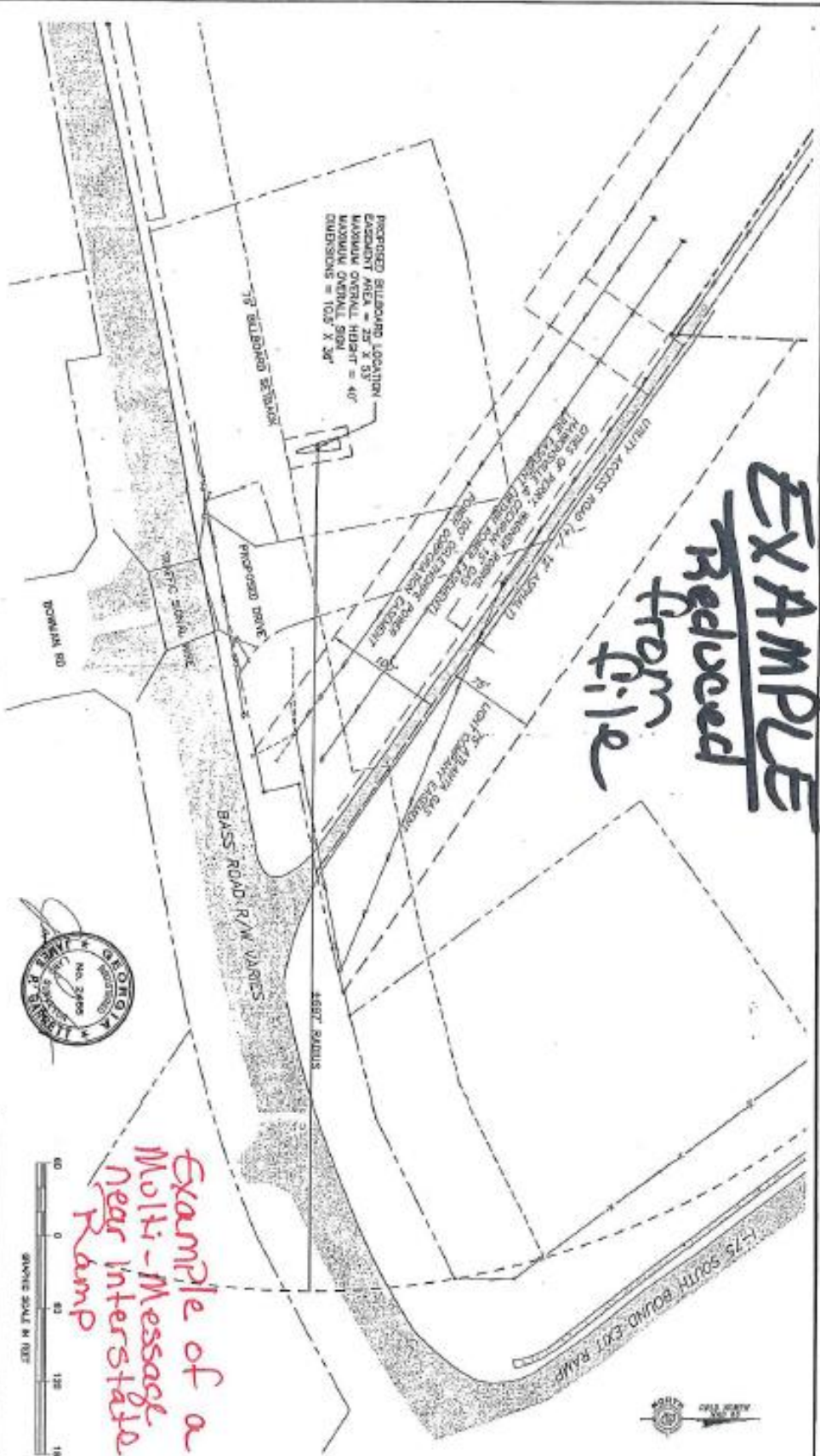
P.O. BOX 405, BOLLINGBROOK GA, 31004

LEGEND:

- BILLBOARD
- BILLBOARD FOUND AT 1/27/2010
- BILLBOARD FOUND AT 1/27/2010
- BILLBOARD FOUND AT 1/27/2010
- BILLBOARD FOUND AT 1/27/2010
- BILLBOARD FOUND AT 1/27/2010

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

EXAMPLE
Reduced from file



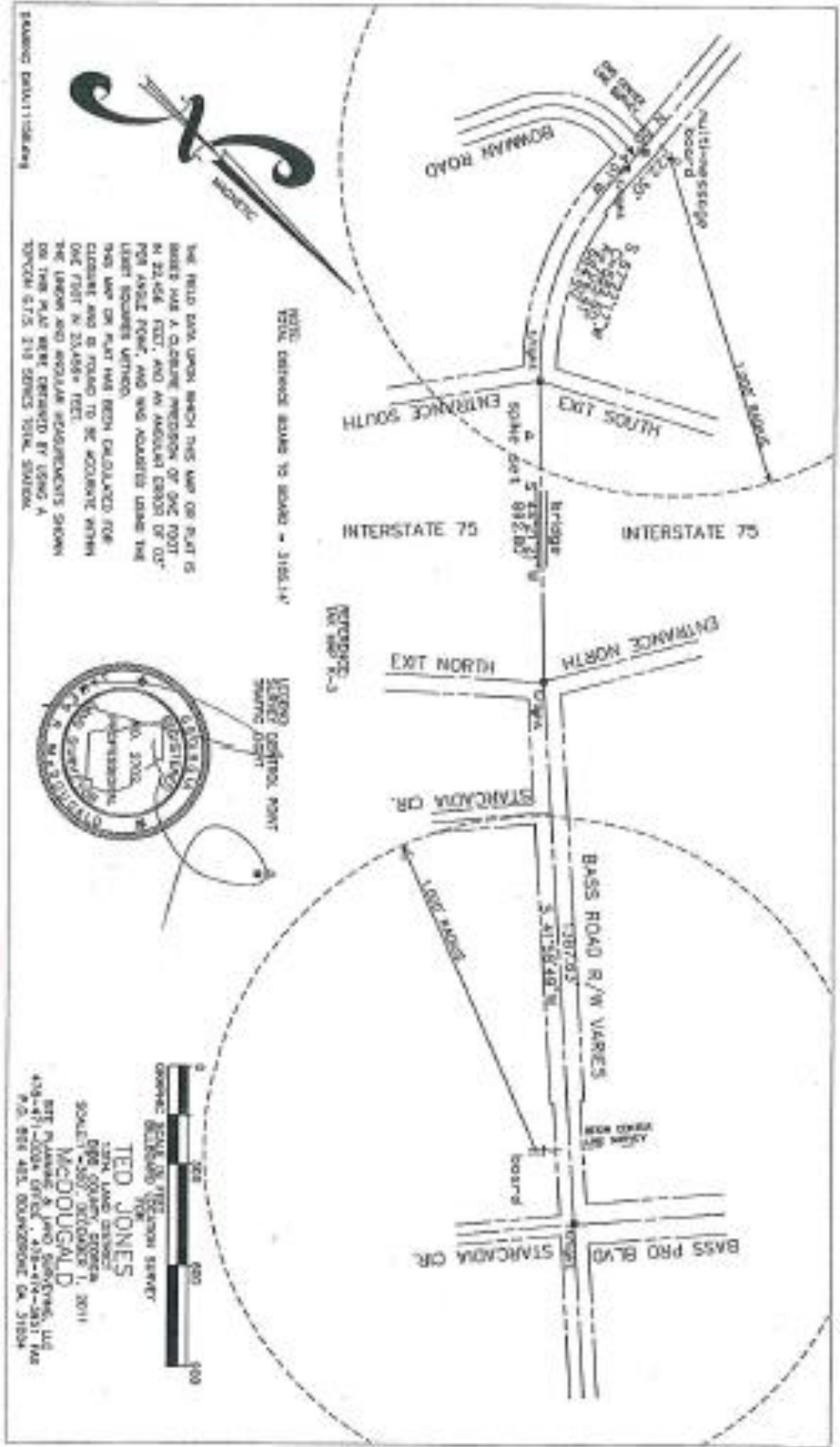
*Example of a
 Multi-Message
 Near Interstate
 Ramp*

- TO THE BEST OF MY KNOWLEDGE / CERTIFY:
1. THE PROPOSED SIGN LOCATION IS NOT WITHIN 1000' OF A NATIONAL ZONING DISTRICT, NATIONAL RESERVE DISTRICT OR ANY LEGALLY RECOGNIZED SITE OR MOVEMENT.
 2. THE PROPOSED SIGN LOCATION IS NOT LOCATED WITHIN 200' OF RESIDENTIALLY ZONED LAND.
 3. THE PROPOSED SIGN LOCATION IS NOT WITHIN 1000' FEET OF ANOTHER 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 1000' 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 "WIDE-OPEN" AREA.

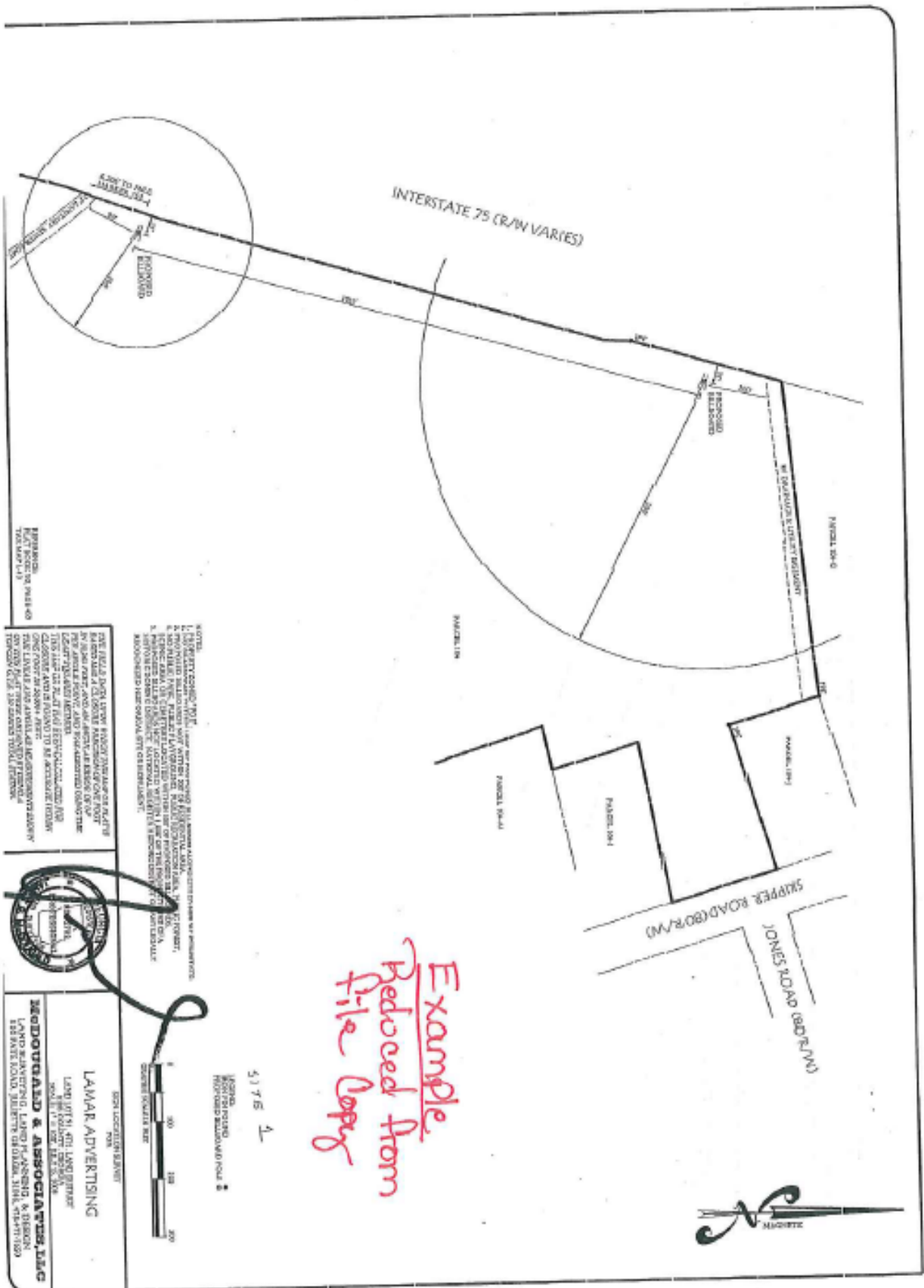
- NOTES**
1. DONALDSON, GARRETT AND ASSOCIATES, INC. AND THE LAND SURVEYOR WHOSE SEAL IS AFFIXED HEREON DO NOT GUARANTEE THAT ALL EXISTENTS WHICH MAY AFFECT THIS PROPERTY ARE SHOWN.
 2. THIS DRAWING HAS BEEN GENERATED ELECTRONICALLY. THE USER SHOULD NOT BE CONSIDERED A COPIED DOCUMENT UNLESS IT HAS BEEN PROPERLY SEALED AND ORIGINALLY SIGNED BY A REGISTERED LAND SURVEYOR OR DONALDSON, GARRETT AND ASSOCIATES, INC. AUTHORITY OF O.C.G.A. 43-16-22.

6-21-2010 - PROPOSED BILLBOARD		R.L.S. NO. 2688	SCALE	1" = 80'
LOCATION AND DATE		DATE: MAY 21, 2010	DWG. N/A	
		CHKD: JPS	DRAWING NO. 4822-10-0	
		CHKD: BJS	FIELD BOOK	
		PROJ. NO. 1323-04-01		

DONALDSON, GARRETT & ASSOCIATES, INC.
 LAND SURVEYORS
 1000 W. WASHINGTON ST., SUITE 200
 ATLANTA, GA 30335
 (404) 525-1100 FAX (404) 525-1101
 WWW.DONALDSONGARRETT.COM



EXAMPLE
 Reduced from
 File Copy -
 Variance Between digital
 Boards



REFERENCE TO THESE PLANS SHALL BE TO THE PLANS ON FILE AT THE LOCAL OFFICE.

NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE INTERNATIONAL PLUMBING AND MECHANICAL CODE (IMC).
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL FIRE CODE (IFC) AND THE INTERNATIONAL ELECTRICAL CODE (IEC).
3. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL MECHANICAL AND PLUMBING EXAMINER'S REPORT (IMPER) AND THE INTERNATIONAL MECHANICAL AND PLUMBING EXAMINER'S REPORT (IMPER).
4. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL MECHANICAL AND PLUMBING EXAMINER'S REPORT (IMPER) AND THE INTERNATIONAL MECHANICAL AND PLUMBING EXAMINER'S REPORT (IMPER).



DEVELOPER: LAMAR ADVERTISING

DESIGNER: LAMAR ADVERTISING

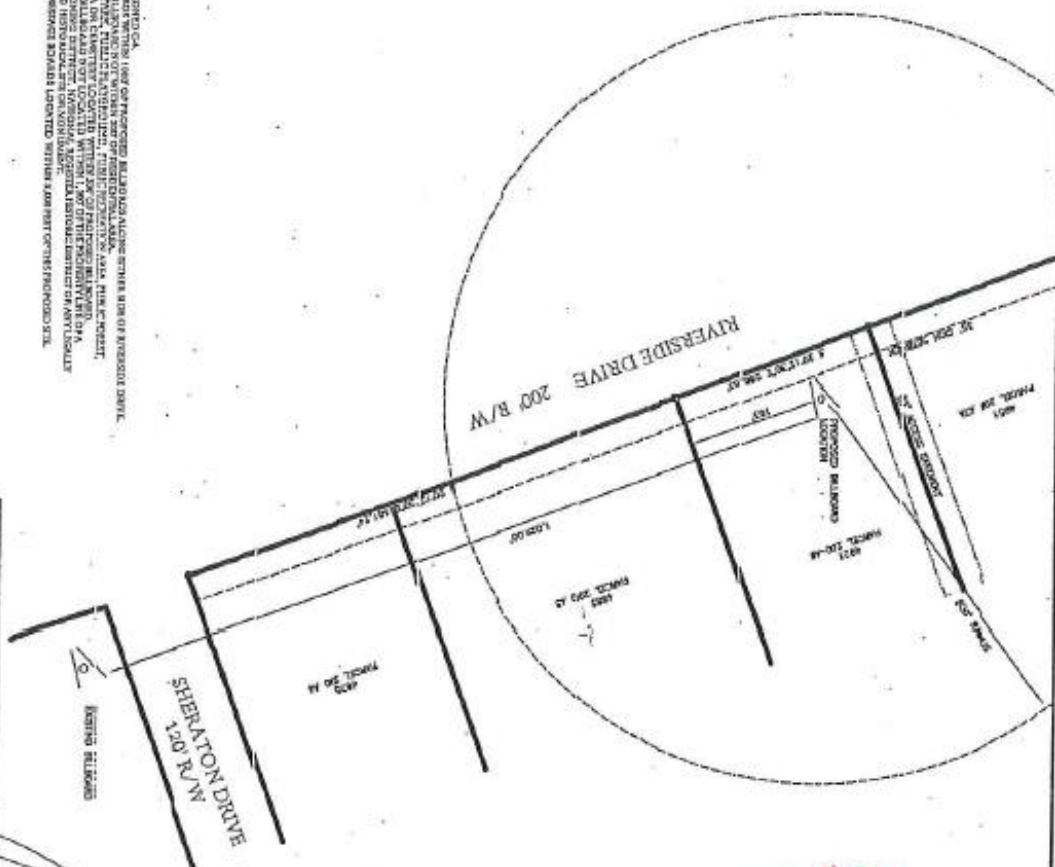
DATE: 11/11/11

PROJECT: LAMAR ADVERTISING

ADDRESS: 11111 LAMAR BLVD, HOUSTON, TX 77001

PLANNING & ENGINEERING

- NOTES:
1. NO DIMENSIONS SHOWN ARE TO BE CONSIDERED AS GUARANTEED.
 2. PROPERTY BOUNDARIES SHOWN ARE BASED ON THE RECORD DEEDS AND SURVEY DATA.
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 6. NO DIMENSIONS SHOWN ARE TO BE CONSIDERED AS GUARANTEED.



*Example
Reduced
from file
copy*



THIS PLAN IS A PRELIMINARY PLAN AND IS NOT TO BE USED FOR CONSTRUCTION. THE PLAN IS SUBJECT TO THE APPROVAL OF THE LOCAL GOVERNMENT AND THE STATE DEPARTMENT OF REVENUE. THE PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSES.



McDUGGARD & ASSOCIATES, LLC
LAND SURVEYING, LAND PLANNING, & DESIGN
410 PINE ROAD, JUBAHEE, GEORGIA 31094-0000



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.