



# City of Alpharetta

## SIGN APPLICATION FORM

City laws require any person desiring to post, display, substantially change or erect a sign in the City to first obtain a permit from this Department. Applicants for permits must provide all information listed below for each sign requested.

**Please print legibly. No PO Box addresses. Incomplete, unsigned, or unreadable applications will not be processed.**

I, \_\_\_\_\_, as applicant and authorized agent, do hereby swear and attest to the following:

- All information provided in this application is, to the best knowledge, true and accurate, and
- The placement, design and installation of the signage and equipment described in this application has been reviewed and approved by the property owner(s) and all other persons or parties with legal or financial interest in the property described herein and defined by the address indicated as SIGN LOCATION below; and
- The sign and equipment described herein shall be constructed and installed in full accordance with all manufacturers' specifications and in compliance with all applicable federal, state and local codes, ordinances, and design standards.

I understand that by signing this document I agree to accept full responsibility and liability for the work and products described herein and that the City of Alpharetta shall be held harmless from any and all resulting claims and damages. I acknowledge the City of Alpharetta has up to ten (10) working days to consider this application and render a decision.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monument Sign       Wall Sign       Temporary Sign (50.00)       Banner (25.00)

Size of Sign: \_\_\_\_\_ sqft UL # \_\_\_\_\_ Total Cost of sign \$ \_\_\_\_\_ 5% fee (\$50min \$200 max) \$ \_\_\_\_\_

**Primary Contact for This Permit:** \_\_\_\_\_

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

### Sign Information:

Business Name: \_\_\_\_\_

Sign location address \_\_\_\_\_ Suite \_\_\_\_\_

Primary Business Contact: \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_ Contact #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Sign Contractor Information:

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

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Registration #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

### Additional Required Information:

- **Signs erected on the Right-of-way, median, traffic devices, utility poles, trees are subject to removal without notice**
- Scaled site plan showing rights-of-way, proposed sign locations required for any ground mounted monument or temporary sign
- Sign details showing sign shape, dimensions, materials, and colors required for monument and wall signs
- 5% of total cost including installation with a maximum of \$200 and minimum of \$50 fee for permanent sign
- \$50 for temporary sign permit application fee

City of Alpharetta, Community Development, 2 Park Plaza Alpharetta, GA 30009 678-297-6088

Sign Permit REVISED 2015

Banner Install Date: \_\_\_\_\_

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