

## **Sign Permit *Policies and Procedures* Carroll County Community Development**

Applications for a sign permit shall comply with the *Sign Regulations of Carroll County* and the review criteria prior to the issuance of a sign permit. The Sign Regulations can be found online at [www.carrollcountyga.com](http://www.carrollcountyga.com) under Community Development. Listed below are the procedures for issuance of a sign permit.

### **TO APPLY FOR A SIGN PERMIT**

- Step 1:** Take the parcel information sheet to the **Map Room** (#414 in the Administration Bldg.) to be filled out.
- Step 2:** Complete all parts of the sign permit application.
- Step 3:** Submit the application packet to the Sign Administrator.

#### **Applicant Checklist**

For the application to be complete, the following items **must** be included:

- Completed application, including a signed affidavit by either the applicant or sign contractor.
- Parcel Information Sheet
- Signage Plan: Please submit either a standard 24 x 36 signage plan prepared by a professional architect or engineer, or a sketch drawn to scale.

The plan shall consist of the following components:

1. Location of property lines and adjacent right of ways;
2. Location of wetlands, streams, or other unique natural characteristics;
3. Existing and proposed structures, including dimensions and elevations;
4. Proposed landscape features; and
5. Location, dimension, height, and characteristics of proposed signs.

- Prints or drawings of the proposed sign, along with structural details for construction and attachment should also be included.
  - Plan Review Sheet with Sub Contractors Information
  - Signs over 10 feet in height should submit a wind-load resistance plan.
- Step 4:** The Sign Administrator will review the application for completeness. Within 5 working days, the applicant will be notified as to whether the application is complete.
- Step 5:** Completed applications will then be reviewed for compliance with the sign ordinance. If the ordinance is in compliance, a permit will be issued. An application that does not comply will be returned to the applicant for revision and resubmission.
- Step 6:** Schedule appropriate sign inspections:
- Free standing signs and billboards:*** A footing inspection shall be requested from Community Development at 770-830-5861 before any concrete is poured.
  - For any ***illuminated sign***, an electrical inspection shall be requested from Community Development at 770-830-5861.

# Sign Permit Application

Carroll County  
423 College Street

Department of Community Development  
Carrollton, GA 30117 (770) 830-5861



Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_

## Part I: Applicant Information

|                                  |        |
|----------------------------------|--------|
| 1. Sign Owner/Applicant:         | Phone: |
| _____                            |        |
| Address, City, State & Zip Code: |        |
| _____                            |        |

|   |        |
|---|--------|
| 2. Property Owner (if different from Applicant) | Phone: |
| _____   |        |

|                                  |             |        |
|----------------------------------|-------------|--------|
| 3. Sign Company/Contractor:      | License No. | Phone: |
| _____                            |             |        |
| Address, City, State & Zip Code: |             |        |
| _____                            |             |        |

|                     |       |
|---------------------|-------|
| 4. Name of Business | OTC # |
| _____               |       |

## Part II: Sign Information

|  |
|--|
| Sign Location/Address:   |
| _____  |
| Tax Map No. _____ Parcel No. _____ Land Lot No. _____ District No. _____ Parcel Size _____ |

|  |  |  |
|--|--|--|
| <b>Location</b><br>On-premise<br>Residential<br>Commercial (under 4 lanes)<br>Commercial 4-lane highway<br>Special Corridor District<br>Off-premise<br>Residential<br>Commercial<br>Industrial | <b>Type</b><br>Wall Sign<br>Free Standing Sign<br>Monument<br>Post and Arm / Pole<br>Permanent Marquee<br>Projecting Sign<br>Awning<br>Off-Premise Directional<br>Billboard (C and I only) | <i>What types of signs are currently on premises?</i><br><br>_____ |
|--|--|--|






## Part III: Building Information

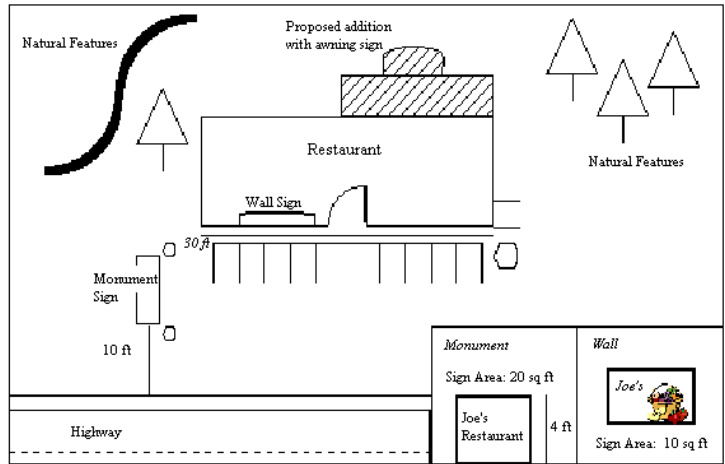
|   |   |  |
|---|---|--|
| Is the signage for a <b>newly constructed building</b> ?<br>Yes No<br>Date filed: _____<br>Building Permit #: _____ | <b>Lighting of Signage</b><br>Internal<br>External<br>No Illumination<br>_____<br><b>Hours of Illumination:</b> _____<br>(i.e., 6AM-10PM) | If I plan to <b>illuminate</b> my sign, you must provide a <i>Certificate of Illumination Compliance</i> by a licensed engineer. (Enclosed in application packet) and schedule an electrical inspection. |
|---|---|--|

### Part III: Design Information

**Please Note:** Applicants should submit either a 24 x 36 site plan prepared by a professional architect, landscape architect, or engineer **OR** draw a detailed sketch of their proposed signage plan in the space below.

**Signage Plan Sketch:** Please include the following items for consideration:

-  Location of property lines and adjacent right of ways
-  Location of wetlands, streams, and other unique natural features
-  Existing and proposed structures, including dimensions and elevations
-  Proposed landscape features
-  Location, dimensions, height, and characteristics of proposed signs.



|   |
|---|
| <p><b>Proposed Materials</b></p> <p>Wood<br/>Metal<br/>Plastic<br/>Other: _____</p> |
|---|

|  |
|--|
| <p><b>Proposed Colors</b></p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>Is the sign located along a scenic route or vista?    Yes    No</p> |
|--|

|  |
|--|
| <p><b>Height</b> _____ (in feet)</p>                                   |
| <p><b>Surface Area</b>, including frame<br/>_____ (in square feet)</p> |

*A drawing of the sign is attached:*    Yes    No

**Complies with Sign Ordinance:** \_\_\_\_\_    **Date:** \_\_\_\_\_

STATE OF GEORGIA  
COUNTY OF CARROLL



**AFFIDAVIT FOR A \_\_\_\_\_**

\_\_\_\_\_, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a \_\_\_\_\_ under the Ordinances of Carroll County:

*The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.*

*On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.*

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT (signature)

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

Sworn to and subscribed  
before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

\_\_\_\_\_  
**Notary Public**

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

My Commission Expires: \_\_\_\_\_

# PARCEL INFORMATION SHEET & APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

*To be completed by Map Room Personnel in Room #414*

**MAP ROOM OFFICAL:** \_\_\_\_\_

**MAP:** \_\_\_\_\_ **LAND LOT:** \_\_\_\_\_

**PARCEL:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**CURRENT PROPERTY OWNER:** \_\_\_\_\_

**PROPERTY OWNER AS OF JANUARY 1<sup>ST</sup>:** \_\_\_\_\_

**APPLICANT (IF DIFFERENT FROM OWNER):** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**SUBDIVISION:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**ACREAGE:** \_\_\_\_\_ **PARCEL SPLIT FROM:** \_\_\_\_\_

|   |  |   |
|---|--|---|
| <b>CURRENT ZONING CLASSIFICATION</b>  |  |   |
| <b>REQUIRED SETBACKS</b>  | FRONT  |   |
|   | SIDE   |   |
|   | REAR   |   |
| <b>CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST</b>   |  |   |
| <input type="checkbox"/> Owner(s) & Agent (if applicable)<br><input type="checkbox"/> Legal Description or Adequate Description of Property<br><input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures)<br><input type="checkbox"/> Complete Inventory of Proposed Structures<br><input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities<br><input type="checkbox"/> Applicant's Certification |  |   |
| <b>Signature of Zoning Administrator or Designee:</b> _____ <b>Date:</b> _____<br><b>Comments:</b> _____  |  |   |
| CDP COMPLIANCE  | <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Signature of CDP Administrator or Designee:</b> _____<br><b>Date:</b> _____<br><b>Comments:</b> _____    |
| PLAT APPROVED   | <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Signature of County Engineer or Designee:</b> _____<br><b>Date:</b> _____<br><b>Comments:</b> _____      |
| APPROVED FOR NEW ADDRESS  | <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Signature of Zoning Administrator or Designee:</b> _____<br><b>Date:</b> _____<br><b>Comments:</b> _____ |

# SIGNAGE PLAN REVIEW SHEET

**Applicant** (Please fill out the top portion of the Plan Review Sheet)

Date Received: \_\_\_\_\_ # of Plans: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone # \_\_\_\_\_  
Builder: \_\_\_\_\_ Phone # \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Power Company Provider       Carroll EMC       Georgia Power       Greystone  
Cost of Construction of Sign(s)      \$ \_\_\_\_\_

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### Administrative Use Only

- |  |   |
|--|---|
| <input type="checkbox"/> Approved          | <input type="checkbox"/> Preliminary            |
| <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Final                  |
| <input type="checkbox"/> Not Approved      | <input type="checkbox"/> Re Submit with changes |

Plans reviewed for Code Compliance by: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

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|                        |          |                 |       |
|------------------------|----------|-----------------|-------|
| Building Permit Fee:   | \$ _____ | Date Completed: | _____ |
| Signage Review Fee:    | \$ 50.00 |                 |       |
| Plan Review Fee:       | \$ 50.00 |                 |       |
| Zoning Compliance Fee: | \$ 10.00 |                 |       |
| Electrical Permit Fee: | \$ _____ |                 |       |

|                        |
|------------------------|
| <b>Total:</b> \$ _____ |
|------------------------|



# Certification of Illumination Compliance

Sign Permit #. \_\_\_\_\_

Please Note: TO BE COMPLETED BY A CERTIFIED ELECTRICIAN AND MAILED OR FAXED TO THE ADDRESS BELOW.

**Carroll County**  
**Department of Community Development**  
**423 College Street**  
**Carrollton, GA 30117**  
**Phone: 770-830-5861**  
**FAX: 770-830-5866**

Today's Date: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

County Name & Business License #: \_\_\_\_\_

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

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

City, State, ZIP Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Please check below the type of license you hold and are using for this particular job:

- Electrical Contractor Class I (Restricted to Single-Phase, Not Exceeding 200 AMPS)
- Electrical Contractor Class II (Unrestricted)

By his/her signature, the contractor affirms that the illumination of the any sign constructed on the property listed above will comply with the *Code of Ordinances for Carroll County, Georgia: Regulation of On-Premise and Off-Premise Signage*. Further, the contractor agrees to report accurately the total amount of lumen produced by the signage before the approval of the final electrical permit. In the ordinance, free-standing signs shall be limited to 12,000 lumen, and outdoor advertising signs shall require down-lighting and be limited 20,000 lumen.

*In the event of any change in my status on this installation, I understand that I will be held responsible for this job until Community Development has been notified, in writing, of any change.*

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

Please Print Name: \_\_\_\_\_





# Certification of Wind-Load Resistance

Sign Permit #. \_\_\_\_\_

Please Note: TO BE COMPLETED BY A CERTIFIED ENGINEER AND MAILED OR FAXED TO THE ADDRESS BELOW.

**Carroll County  
Department of Community Development  
423 College Street  
Carrollton, GA 30117  
Phone: 770-830-5861  
FAX: 770-830-5866**

Today's Date: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_

Engineer: \_\_\_\_\_  
County Name & Business License #: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Street Address: \_\_\_\_\_  
City, State, ZIP Code: \_\_\_\_\_  
Business Phone: \_\_\_\_\_

By his/her signature, the engineer affirms that the sign structure of 10 feet in height, located at the address above, will withstand wind speeds of 90 miles per hour.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print Name: \_\_\_\_\_

Affix Seal  
Here

# Erosion Control Affidavit

Carroll County  
423 College Street

Department of Community Development  
Carrollton, GA 30117 (770) 830-5861



*This affidavit must be submitted at time of Land Disturbance or Building Permit*

Construction Site Name: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (Owner): \_\_\_\_\_

Authorized Representative/Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

24 Hour Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Georgia Soil and Water Conservation Commission certification number: \_\_\_\_\_

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the *Manual for Erosion and Sediment Control in Georgia*, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.;
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans.
8. Disturbed soil shall be stabilized as quickly as practicable (**within 14 days**);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as too adversely affect other property owners;
12. **Mud or silt (sediment) may not enter a stream, river, lake or other state waters.**

**NOTE:**

- 1) **Best Management Practices (BMP's):** A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.
- 2) **State Waters:** Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500 with a minimum of \$1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.** Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines of up to \$50,000 per day per violation.

**Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold.** Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Carroll County Ordinances.

**NOTE:**

- 1) All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. § 12-7-19.
- 2) The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in a dam-break area).
- 3) Driveway under drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Carroll County Road Department -- Phone: 770-830-5901 (Driveways on State Highways call: Georgia DOT – 770-646-5522).
- 4) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_