



SIGN APPLICATION FORM 2019

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

Email to: Bschoeder@alpharetta.ga.us

Banner Install Date: _____

Address: _____