Sign Review Application

Coweta County Community Development
Zoning Division
22 East Broad Street
Newnan, GA 30263
Telephone: 770. 254.2635
coweta.ga.us
https://aca-prod.accela.com/COWETA/

Name of tenant/business: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Owner(s) of Property: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Name of Sign Installer: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Applicant Contact: _____ E-mail: _____

Sign Information

Site Address of Sign: _____

Type of Sign (wall, monument, banner, etc.): _____

Total Square Footage of sign area: _____ Area of wall: _____

Projection (inches), if wall sign: _____ Distance above ground level (feet): _____

Total Height of Monument Sign: _____ Removal Date (for Banners): _____

Value of Sign: _____ Setback from road/right-of-way: _____

I, _____ hereby certify that I am the owner of the property on which the proposed sign will be located and I approve of its design and location. Furthermore, I have personally appeared before the undersigned office authorized to administer oaths, and after being duly sworn on oath, I depose and state that the facts contained in this application are true and correct.

_____

Signature

Online Registration and Application Steps

- Visit the Portal:
  - Go to the Coweta County online portal: https://aca-prod.accela.com/COWETA/
- Register or Log In:
  - **Create an Account:** If you don't have one, register for a new account.
  - **Log In:** If you already have an account, log in.
- Apply for a Sign Permit:
  - Navigate to the Building Department section, apply for a sign permit.
  - Complete and upload all required forms accurately on the portal.
- Payment:
  - After your application is processed and approved, you will receive an invoice via email. Follow the instructions in the invoice to complete the payment.

Submission Requirements *(PLEASE ATTACH ALL DOCUMENTS AND SUBMIT THEM AS PLANS)*

- Lot Survey:
  - **Street Address:** Indicate the property address where the sign will be located.
  - **Proposed Sign Location:** Show the exact location of the sign on the property.
  - **Distances:** Measure and provide the distance of the sign from property boundaries and all existing structures or buildings on the property.
- Property Owner Consent:
  - Provide a written statement from the property owner or their agent granting permission for the sign's placement, maintenance, size, and height.
- Wall Signs:
  - Submit a set of building elevations showing where the wall sign will be installed.
- Sign Plans and Specifications:
  - Include prints or drawings of the sign's plans and specifications, including structural details for construction and attachment to a building or placement in the ground. For standardized signs, a single submission may be acceptable.
- Contractor License:
  - Provide a valid contractor or subcontractor license for the sign installer.

Sign Review Fees

1.	Wall, Canopy, Projecting Signs:	$25.00
2.	Sign Approval Decal for Banners:	$5.00 each
3.	On-premise Monument, Single-Tenant Sign:	$50.00
4.	On-premise Monument, Multi-Tenant Sign:	$100.00
5.	Interstate Sign:	$600.00
6.	Menu Boards:	$25.00
7.	Master Sign Plan Review:	$200.00
8.	Minor Sign Alteration/Business Change:	$25.00

Ensure that all documents are complete and fees are paid to avoid delays in processing your application