DEPARTMENT OF DEVELOPMENT SERVICES
1113 Usher Street, Suite 201
Covington, Georgia 30014
Phone: (678) 625-1650

SIGN PERMIT APPLICATION

Each sign must have its own application packet.

Site Street Address &/or the property upon which subject sign is to be located:

_____

_____

Map _____ Parcel _____ **Zoning:** _____

New Sign _____ Replacing existing sign_____

Type of Sign:
() **Ground** - Total linear feet along road frontage of property: _____
() **Monument** – Site must be staked within 48 hours of application submittal. Permit card must be erected at site.
() **Wall** – Square footage of building _____, **%** of sign to wall _____ (7% Max)
() **Window**
() **Election Cycle** () **Special Event** () **Other Sign** _____

Sign Area (L x H) _____ **Height of Sign**: _____ **Setback:** _____

Material of Sign: _____ **Illuminated** () Yes () No

Sign Information:

Description of Sign(s): _____

Location of Sign(s): _____

Sign Owner/Applicant Information:

Applicant's Name: _____ Contact Person: _____

Applicant's Address: _____City: _____Zip: _____

Email: _____ Telephone #: _____

Property Owner Information:

Name: _____

Address: _____City: _____Zip: _____

Telephone #: _____ Signature (must have): _____

Sign Contractor Information:

Name: _____ Contact Person: _____

Address: _____City: _____Zip: _____

Email: _____ Telephone #: _____

Submittal of the following items are necessary for processing your application. Incomplete applications will not be accepted.

A. Elevation drawing showing the height and dimensions of the signage (preferably to scale)
B. Site plan identifying the location of the sign – all measurements depicted from the property line. Wall Signs must show building elevation with dimensions.
C. Permit Fee in accordance with the Newton County Development Services Fee Schedule. ($100 per sign unless illuminated, $150.00 per sign if illuminated)

Processing of Application

Upon receipt of a properly completed application the Development Services staff will examine and process the application within ten (10) working days. A permit may be denied if the applicant, landowner or lessee is presently maintaining any sign in violation of the Newton County Zoning Ordinance.

The County shall not be held liable for any damages, demands or expenses which may in any manner be caused by the sign or sign structure. A certificate of liability insurance may be requested prior to issuance of a sign permit.

The permit sticker must be placed on the framework of the sign where it may be easily accessible.

A sign permit shall become null and void if the sign for which the permit was issued has not been completed within a period of six months after the date of issuance.

Applicant's Certification and Signature

I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge.

Applicant Signature_____ Date _____

LETTER OF ACCESS

I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. Furthermore, I agree to inform those agencies and/or departments who require access to this land of any hazardous materials, animals, devices or activities that may be on the property. In addition, from the date of application submittal, I agree to notify the Department of Development Services of any hunting activities that are currently, or proposed to be, conducted on my property.

The Newton County Development Services Department will do our upmost to contact the owner of the property twenty-four (24) hours prior to any site inspections or visits to the property. If staff is unable to contact the property owner via a phone call, email and/or voice message, staff will contact the applicant, if applicable.

Property Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

DO NOT REMOVE THIS PAGE!

Office Use Only

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Application #_____Permit # _____ Date Submitted _____

Review #1

( ) Approved ( ) Denied ( ) More information needed

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_____

Reviewer's Signature: _____ Date:_____

Review #2

( ) Approved ( ) Denied ( ) More information needed

_____

_____

_____

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_____

Reviewer's Signature:_____ Date:_____

Review #3

( ) Approved ( ) Denied ( ) More information needed

_____

_____

_____

_____

_____

Reviewer's Signature:_____ Date:_____