

A-Frame Sign Permit Application

The Planning and Zoning Division will accept A-frame sign permit applications for property in the Downtown Marietta Sign District and may require up to 30 days to perform necessary analysis, make site visits, and make a decision on the application. The following information will be required in order to process an A-Frame sign permit application per Section 714.08 of the City Code of Marietta. Applications will not be accepted if they are not complete.

1. Permit is valid from date of issuance to the end of the current calendar year and must be renewed every year.
2. Annual fee is \$25
3. Proof of liability insurance identifying the City of Marietta as an additional insured for a minimum of \$1,000,000.00
4. Only one A-frame sign per commercial use is permitted and may only be displayed during the advertising entity's business hours.
5. Sign is limited to 10 square feet in area and 4 feet in height.
6. The location of the sign may not be more than ten (10) feet from the primary entrance of the establishment. There must be an unobstructed four (4) foot travel lane along the sidewalk and the sign shall not impede or obscure pedestrian travel.
7. The sign must be adequately weighted.
8. Any sign that does not have a valid permit or is found to be in non-compliance with its application will be removed by the City of Marietta.

Required Materials for Permitting of Sidewalk Signs:

- ☐ Completed sidewalk sign permit application
- ☐ [Release & Indemnity Agreement](#)
- ☐ \$25 Annual Fee
- ☐ Copy of Business License for business operating at location.
- ☐ Proof of insurance is required, such insurance must include a one million dollar liability insurance policy naming the City of Marietta as co-insured entity.
- ☐ Sign Elevation Plan/photographs in color, noting building materials to be used and all relevant dimensions. Anchoring method or overall weight of sign must be clearly marked on plan.
- ☐ A Site/Survey Plan showing the sign's exact position in relation to nearby buildings, structures and streets. Distance to curb, establishment entrance, and pedestrian clearance must be clearly indicated.

Online Submittal at www.sagesgov.com/marietta-ga

- ☐ Select "Temporary Sign Permit" option



Department of Development Services
205 Lawrence Street
Marietta, Georgia 30060

A-Frame Sign Permit Application

Permit # _____

PART ONE: GENERAL INFORMATION

Name of Tenant/Business/Project: _____

Address: _____ Suite/Bldg: _____

Phone: _____

Name of Property Owner _____

Address: _____

Phone: _____

Name of Sign Owner (*if different from property owner*): _____

Address: _____

Phone: _____

PART TWO: SIGN DATA

Square footage of sign face (*copy area*) _____ sq.ft.

Height of sign structure _____ ft.

Distance from sign to entrance of establishment _____ ft.

ACKNOWLEDGEMENT

I, _____,
(*Applicant's Name*)

hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void. I further affirm that I will comply fully with the provisions of the sign code and any variances granted for the sign permits issued pursuant to the information contained in this application. I fully understand that the City Manager or designee is authorized to remove the sign without prior notice and without cause and within the sole discretion of the City of Marietta.

(*Applicant's Signature*)

(*Date*)