



Department of Development Services  
205 Lawrence Street  
Marietta, Georgia 30060  
Rusty Roth, AICP, Director

## Sign Permit Application

The Planning and Zoning Division will accept sign permit applications from individuals. The following information will be required in order to process a sign permit application per section 714 of the City Code of Marietta. Incomplete applications will not be accepted.

### **PART ONE: GENERAL INFORMATION**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Sign: \_\_\_\_\_ Suite/Bldg: \_\_\_\_\_

Name & Number to Call when Permit is Ready for Pick Up:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **PART TWO: GENERAL SIGN INFORMATION**

Is the proposed location within the Downtown Marietta Historic District?... YES      NO

Will the sign be electrified?..... YES      NO

List all other signs located on the same parcel:

Type:	Size (sq. ft.):	Location (street facing):
_____	_____	_____
_____	_____	_____

### **PART THREE: SIGN DIMENSIONS**

#### **Wall/Canopy/Projecting/Under Canopy Signs**

Size of sign face      \_\_\_\_\_ x \_\_\_\_\_ or      \_\_\_\_\_ s.f.

Height of wall on which sign is placed      \_\_\_\_\_ ft.

Width of wall on which sign is placed      \_\_\_\_\_ ft.

Square footage of wall on which sign is placed      \_\_\_\_\_ s.f.

Distance from base of sign to the ground (*if sign projects more than 4"*)      \_\_\_\_\_ ft.

Which street will the sign(s) face? \_\_\_\_\_

#### **Freestanding Signs**

Size of sign face (*copy*)      \_\_\_\_\_ x \_\_\_\_\_ or      \_\_\_\_\_ s.f.

Size of sign base (*excluding copy*)      \_\_\_\_\_ x \_\_\_\_\_ or      \_\_\_\_\_ s.f.

Height of sign structure      \_\_\_\_\_ ft.

Distance from sign to property line      \_\_\_\_\_ ft.

### **PART FOUR: ACKNOWLEDGEMENT**

I, \_\_\_\_\_,

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.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)



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## **PART FIVE: REQUIRED DOCUMENTS CHECKLIST**

### **Wall/Canopy/Projecting/Under Canopy Signs**

- Submit for Building Permit through Sages [www.mariettaga.gov/sages](http://www.mariettaga.gov/sages)
- Detailed sign plan in color, noting building materials to be used and all relevant dimensions
- Detailed drawing showing how the sign will be attached to the building face
- Scaled building elevation plans that detail the dimensions of the building face and the location of the sign on the structure.
- Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).

### **Freestanding Signs**

- Submit for Building Permit through Sages [www.mariettaga.gov/sages](http://www.mariettaga.gov/sages)
- Detailed sign plan in color, noting building materials to be used and all relevant dimensions.
- A Site/Survey Plan including a scaled drawing of the footprint of the sign structure showing its exact position in relation to nearby buildings, structures and streets.
- Detailed drawing of sign footing
- Copy of approval letter from The Marietta Historic Board of Review (*for all signs located in Downtown Marietta Historic/Sign District*).