



DEPARTMENT OF DEVELOPMENT SERVICES
 1113 Usher Street, Suite 201
 Covington, Georgia 30014
 Phone: (678) 625-1659

**SIGN PERMIT APPLICATION
 FOR OVERLAY DISTRICTS**

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

Map & Parcel # _____ Zoning: _____ Overlay District: () Almon () Salem

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 _____ () **Window**
 () **Election Cycle** () **Special Event** () **Other Sign** _____

Sign Area (LXH): _____ Height of Sign: _____ Setback: _____

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

Additional information needed for review of wall signs:

Dimension of wall of structure sign to be placed on: Wall length _____ Wall width _____

Existing Sign Information – If Applying for a ground sign, list all ground signs, if wall sign – list all wall signs, etc:

Number of Signs: _____ 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. Site plan identifying the location of the sign – all measurements depicted from the property line.

B. TEMPORARY SIGN REQUIREMENTS FOR SALEM OVERLAY

Sec. 460-050 P.3. d & f

d. Temporary signs as allowed in Section 525-060.

f. Flags, or banners, or other advertisement signs are allowed only during operating hours, except weekend directional signs. (US, State Flags, and personal residential flags are allowed). Such signs do not need permits.

Sec. 525-060 LONG-DURATION TEMPORARY SIGNS

A. The following types of long-duration temporary signs may be displayed upon the issuance of a temporary permit from the Director, but are only permitted in the CH, CG, M1 and M2 zoning districts.

- 1. Inflatable advertising devices and figures less than thirty-five (35) feet in height.
- 2. Search lights, lasers and similar devices.
- 3. Banners, including flag banners.

B. Only one (1) long-duration temporary sign or advertising device may be used on one (1) lot at the same time.

C. A temporary permit shall be valid for no more than sixty (60) days. A business or individual cannot request more than one (1) temporary permit every six (6) months.

C. Permit Fee in accordance with the Newton County Development Services Fee Schedule.

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** _____

Applicant Signature _____ **Date** _____

PERMISSION FOR 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:** _____

Office Use Only

.....
Application # _____ **Permit #** _____ **Date Submitted** _____

Approved **Denied**

Reviewer's Signature: _____ **Date:** ____/____/____

A. Signs permitted in any zoning district:

1. Weekend signs.
2. Political signs

B. Signs permitted for Residential Developments:

1. Two (2) monument style or one (1) double faced monument sign shall be permitted at every entrance to any residential development. Such signs shall not exceed 11 feet in height and cannot exceed 32 square feet of signage per face. Sign structures must be constructed of brick, stone, masonry or equal architectural material. No exposed concrete block. Only external illumination is permitted per Sec. 525-030 (D).
2. No flags, or banners, or other advertisement signs allowed, except weekend directional signs. (US, State Flags, and personal residential flags are allowed).
3. One freestanding real estate sign, 16 square feet. Sign must be removed after 2 years from completion of first phase. A one year extension may be granted by the Director.
4. Temporary signs as allowed in Sec. 525-065.

C. Signs permitted for Non-Residential Developments:

1. Single tenant sites may have two (2) monument style or one (1) double faced monument sign permitted at every entrance to the development. Such signs shall not exceed 16 feet in height and cannot exceed 50 square feet of signage per face. Sign structures must be constructed of brick, stone masonry or equal architectural material and reflect the architecture of the development. No exposed concrete block.
2. Single tenant sites which front I-20 or the Access Road, shall meet the sign regulations in Sec.525 of the Newton County Zoning Ordinance.
3. Multi-tenant developments may have one (1) identification monument for the overall development per road frontage. Such signs shall not exceed 16 feet in height and cannot exceed 150 square feet of signage per face. Sign structures must be constructed of brick, stone, masonry or equal architectural material and reflect the architecture of the development. No exposed concrete block.
4. Multi-tenant sites which front I-20 or the Access Road, shall meet the sign regulations in Sec.525 of the Newton County Zoning Ordinance.
5. Out-parcel sites are limited to one (1) identification monument sign maximum height 6 feet and a surface area maximum of 32 square feet. Sign structures must be constructed of brick, stone, masonry or equal architectural material and reflect the architecture of the development. No exposed concrete block.
6. Exceptions: Gas stations may have an additional 24 square feet to advertise gasoline prices. Canopies shall meet architectural standards of building. If logo placed on canopy it shall be considered a wall sign.
7. Temporary signs as allowed in Sec. 525-060.
8. There shall be a minimum 25-foot separation between monument signs.
9. No flags, or banners, or other advertisement signs allowed, except weekend directional signs and temporary signs as allowed under Sec. 525 of the Zoning Ordinance.
10. Two or more businesses that share a single tenant space must meet requirements for single tenant sites.

D. Wall Signs

1. Each place of business is allowed a maximum of two wall signs.
2. Wall signs shall be placed on exterior walls facing public street(s) and/or pedestrian parking areas.
3. Wall signs shall not exceed 5% of the applicable wall area.

E. Window and Door Signs

1. Permanent and/or temporary signs shall not exceed a size of ten percent of the aggregate window area. The allowed ten percent may be placed in one window panel or distributed in more than one

window panel. The area of the doors and spandrel glass panels are excluded from the calculation of the applicable sign area. These signs shall not be placed on doors.

2. The following information may be permanently displayed in windows or glass doors and is exempt from the ten percent limit: proprietors' name, business name, address, phone numbers, hour of operation, and any information required to be posted by local state or federal governments. The lettering for this information shall not exceed a maximum of three inches tall.

F. Additional Signs in Non-Residential developments

1. One sign placed perpendicular to the building 12 square feet.
2. Real Estate sign (ground or wall) 16 square feet. Must be removed 10 days after leasing or sold.

G. Sign Compatibility

1. Wall signs shall be flush against the wall, not cover architectural features or detail, and not to extend beyond the roof line or outer edges of the building.
2. Awning and canopy signs (e.g. gas stations), containing the company's name, are considered signs and may be substituted for wall signs. If substituted, they shall be included in the maximum size calculations and the canopy must be consistent with the architecture and materials of the building.

H. Prohibited Signs

1. Prohibited signs as specified in Section 525-050, as well as flags (not including US, State Flags).

Salem Overlay Regulations (as of 01/21/2015)

Sec. 460-050 P. Signage

1. Signs permitted in any zoning district
 - a. Weekend signs.
 - b. Political signs (see Section 525-025 H.)
2. Signs permitted for Residential Developments:
 - a. Two (2) monument style or one (1) double faced monument sign shall be permitted at every entrance to any residential development. Such signs shall not exceed 11 feet in height and cannot exceed 32 square feet of signage per face.
 - b. Sign structures must be constructed of brick, stone, masonry or similar architectural material. No exposed concrete block. Only external illumination is permitted per Section 525-030 (D), additionally illumination must not be pointed at the sky in any way.
 - c. Flags, or banners, or other advertisement signs are allowed only during operating hours, except weekend directional signs. (US, State Flags, and personal residential flags are allowed). Such signs do not need permits.
3. Signs permitted for Non-Residential and Mixed-Use Developments
 - a. Single tenant sites may have two (2) monument style or one (1) double faced monument sign permitted at every entrance to the development. Such signs shall not exceed 10 feet in height and cannot exceed 75 square feet of signage per face. Sign structures must be constructed of brick, stone masonry or similar architectural material and reflect the architecture of the development. No exposed concrete block.
 - b. Multi-tenant developments may have one (1) identification double-faced monument for the overall development per road frontage. Such signs shall not exceed 16 feet in height and cannot exceed 150 square feet of signage per face. Sign structures must be constructed of brick, stone, masonry or equal architectural material and reflect the architecture of the development. No exposed concrete block.
 - c. Exceptions: Gas stations may have an additional 24 square feet to advertise gasoline prices. Canopies shall meet architectural standards of building. If logo placed on canopy it shall be considered a wall sign.
 - d. Temporary signs as allowed in Section 525-060.

- e. There shall be a minimum 25-foot separation between monument signs.
- f. Flags, or banners, or other advertisement signs are allowed only during operating hours, except weekend directional signs. (US, State Flags, and personal residential flags are allowed). Such signs do not need permits.
- g. Two or more businesses that share a single tenant space must meet requirements for single tenant sites.

4. Wall Signs

- a. Each place of business is allowed a maximum of two wall signs.
- b. Wall signs shall be placed only on exterior walls facing public street(s) and/or pedestrian parking areas.
- c. Wall signs shall not exceed seven (7)% of the applicable wall area.

5. Window and Door Signs

- a. Permanent and/or temporary signs shall not exceed a size of 10 percent of the aggregate window area. The allowed ten percent may be placed in one window panel or distributed in more than one window panel. The area of the doors and transom glass panels are excluded from the calculation of the applicable sign area. These signs shall not be placed on doors.
- b. The following information may be permanently displayed in windows or glass doors and is exempt from the 10 percent limit: proprietors' name, business name, address, phone numbers, hour of operation, and any information required to be posted by local state or federal governments. The lettering for this information shall not exceed a maximum of three (3) inches tall. Address numbers must be at least four inches tall, but no taller than six (6) inches in height, and visible from the street.

6. Additional Signs in Non-Residential developments

- a. One sign placed perpendicular to the building 12 square feet.

7. Sign Compatibility

- a. Wall signs shall be flush against the wall, not cover architectural features or detail, and not to extend beyond the roof line or outer edges of the building.
- b. Awning and canopy signs (e.g. gas stations), containing the company's name, are considered signs and may be substituted for wall signs. If substituted, they shall be included in the maximum size calculations and the canopy must be consistent with the architecture and materials of the building.