



City of Milton

www.cityofmiltonga.us

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13000 Deerfield Parkway, Suite 107C, Milton, GA 30004



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13000 Deerfield Parkway Suite 107F Milton, GA 30004

SIGN PERMIT APPLICATION

1. A separate application is required for each sign.
2. Please make sure to submit all required information. Incomplete applications will be rejected and processed as new once the required information is provided.
3. Fees are due when the permit is issued. Unfortunately, we are unable to accept cash.
4. The City of Milton Sign Ordinance allows Staff thirty days to process a sign permit once a complete application has been submitted. However, Staff review typically takes seven to ten business days. The applicant will be notified when the sign permit is ready to be picked up.
5. To download a sign permit application go to: www.cityofmiltonga.us
Select the following:
 - Forms and Permits
 - Community Development
 - Other
 - Sign Permit application
6. Applicants are required to submit three copies of any required plans, details and elevations.
7. A sign permit shall become null and void if the sign for which the permit has been issued has not been installed and completed within six months after the date of issuance.
8. Any contractor erecting or maintaining a sign in the City of Milton must possess a valid City occupation tax certificate (business license) and a certificate of insurance.
9. Once the sign permit has been issued, the applicant shall affix the provided permit sticker to the sign in the lower right area, so that it is easily seen.



Permit No: _____ Decal No: _____ Total Fee \$ _____

BUSINESS OWNER

Business Name

Business Owner or Contact Person Phone

Business Address City State Zip

Business Mailing Address (If other than above) City State Zip

Phone Fax

PROPERTY OWNER

Property Owner Phone

Property Owner Address City State Zip

SIGN LOCATION/DESCRIPTION

Address where sign will be located

Name of Center/Subdivision where sign will be located

Zoning District Land Lot

SIGN CONTRACTOR

Sign contractor Name / Company Contractor Phone #

Address of Sign Contractor City State Zip

Will contractor install sign? Property owner's permission to install sign?
 Yes No Yes No

APPLICANT SIGNATURE

I hereby certify that all information provided herein is true and correct. I am aware of the City of Milton Sign Ordinance, and agree to comply with all applicable requirements related to this permit; I further certify that there are no existing signs except those indicated hereon; and I further certify that all necessary building and/or electrical permits required for the installation of the sign will be obtained prior to installation.

Sign contractor/Applicant Signature Printed Name Date

BUSINESS INFORMATION

SIGN DESCRIPTION

FIDAVIT

Sign Permit Application Procedures

FOR ALL SIGNS:

- Any sign connected to electrical power must bear the listing or labeling of a qualified testing agency.
- Any sign connected to electrical power requires an electrical permit issued to a licensed electrician.
- Applications for indirectly illuminated signs located in commercial and industrial districts must include information on all proposed lighting fixtures.

GROUND SIGNS

- Provide front and side elevations of sign showing:
 - All dimensions required to calculate the area of the sign face
 - All dimensions required to calculate the height of the sign
 - All dimensions of any support structures
 - Sign materials and color.
- Provide a site plan of the property, indicating the
 - Proposed sign location and the distance from the proposed sign to the right of way
 - Boundaries of the property and road names
 - Buildings and parking areas
 - Land lot and district
 - North arrow
 - Buffers, easements
 - Existing signs
 - Any zoning conditions related to signage.
- Pictures of existing signs on the property.
- A separate permit is required for walls, fences, gates and guard stations, etc. Any additional work shown on plans must be clearly identified as "to be permitted separately."
- The applicant is required to clearly identify the right of way prior to scheduling an inspection.
- Building permits for ground signs require a portable toilet permit or an exemption letter from the Health Department's Environmental Division. For additional information call 770.781.6909.

WALL SIGNS

- Provide front and side elevations of sign showing:
 - All dimensions required to calculate the area of the sign face
 - Sign material and color (no exposed neon).
- Building elevation with dimensions (not including the roof), to scale.
- Wall signs must include a detail showing that the display surface does not project more than 12 inches from the wall.
- Wall signs that include raceways must provide information on the color of the raceway.

BANNERS

- Sketch of the banner, including all dimensions.
- Sketch of the location of the banner.

PERMIT NO: _____ DECAL NO: _____

PERMANENT SIGN INFORMATION

(PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH TYPE OF SIGN)

TYPE: () WALL () MONUMENT/GROUND () FACE CHANGE ON GROUND SIGN
() OTHER _____

NUMBER OF SIGNS PROPOSED: _____ NUMBER OF EXISTING SIGNS: _____

SIGN LOCATION ADDRESS: _____

HOW WILL SIGN BE ILLUMINATED? EXTERNALLY _____ INTERNALLY _____

VALUE OF PROPOSED SIGNAGE: \$ _____ FEE: \$ _____

PROPOSED PERMANENT SIGNS (COMPLETE FOR EACH SIGN)

- 1. DIMENSIONS _____ SQ FOOTAGE _____
HEIGHT _____ SETBACK FROM ROW _____
- 2. DIMENSIONS _____ SQ FOOTAGE _____
HEIGHT _____ SETBACK FROM ROW _____
- 3. DIMENSIONS _____ SQ FOOTAGE _____
HEIGHT _____ SETBACK FROM ROW _____

EXISTING PERMANENT SIGNS, IF ANY (THAT WILL REMAIN)

- 1. DIMENSIONS _____ SQ FOOTAGE _____
- 2. DIMENSIONS _____ SQ FOOTAGE _____

-FOR STAFF USE--

TOTALS

SQ FOOTAGE OF PROPOSED SIGNAGE _____
SQ FOOTAGE OF EXISTING SIGNAGE _____
SQ FOOTAGE OF ALL SIGNAGE _____
ALLOWED SQ FOOTAGE OF SIGNAGE _____

APPROVED _____
RETURNED FOR REVISION _____
DENIED _____
APPLICANT CONTACTED _____
PERMIT PICKED UP _____

PERMIT NO: _____ DECAL NO: _____

TEMPORARY SIGN INFORMATION

(PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH SIGN)

TYPE: () BANNER () GROUND () OTHER

PROPOSED TEMPORARY SIGN INFORMATION:

1. DIMENSIONS _____ SQ FOOTAGE _____
HEIGHT _____ SETBACK FROM ROW _____
2. Are there any other banners up in this development/subdivision? _____
(Only one banner is allowed per development).
3. Proposed dates for banner _____
4. Materials _____

FEE FOR ALL TEMPORARY SIGNS: \$25.00
(We are unable to accept cash).

SKETCH BANNER IN THIS AREA:

-FOR STAFF USE--

TOTALS

TOTAL SQ FOOTAGE OF PROPOSED SIGNAGE _____

ALLOWED SQ FOOTAGE OF SIGNAGE _____

APPROVED _____

BANNER START DATE _____ BANNER END DATE _____

RENEWAL # _____

PERMANENT SIGN PERMIT FEES

PERMIT FEES BASED ON VALUATIONS	Total Valuation	Fee
	<p style="color: red;">Please add a \$25.00 Administrative Fee to each permanent sign application.</p>	\$1 to \$500
\$501 to \$2,000		\$23.50 for the first \$500 plus \$3.50 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000		\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000		\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000		\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000		\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000		\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up		\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof