JEFFREY E. TURNER
CHAIRMAN
SONNA SINGLETON-GREGORY
DISTRICT 1
GAIL B. HAMBRICK
DISTRICT 2
SHANA M. ROOKS
DISTRICT 3
MICHAEL L. EDMONDSON
DISTRICT 4

Community Development Department

121 South McDonough Street, Jonesboro, Georgia 30236
Office: (770) 477-3569 Fax: (770) 473-5467
www.claytoncountyga.gov/departments/community-development

Sign Permit Application

PATRICK EJIKE
DIRECTOR

This application is required for all commercial and residential signs. All applications must be completed, signed, notarized and submitted in accordance with the adopted Zoning Ordinance. Incomplete applications will not be accepted. This application package consists of:

Cover Page
Application
Property Owner(s) Authorization Affidavit

Submittal Requirements:

Category	Sign Related Permits	Required Documents									
		Completed Application	*Property Owner Authorization	Site Plans or Survey of Property	Sign Structure Plans & Elevations	Site Photos (existing & proposed)	Engineering Letter	Drivers License	Business License	Sign Variance (if applicable)	Condition Use Permit (if applicable)
Sign Types	Entrance Sign	x	x	x	x	x	x	x	x	x	
	Ground Sign	x	x	x	x	x	x	x	x	x	
	Wall Sign	x	x	x		x		x	x	x	
	Billboard	x	x	x	x	x	x	x	x	x	x
	Temporary Sign	x	x		x	x		x	x	x	
	Internal Sign	x	x	x	x	x		x	x	x	
	Menu Board	x	x	x	x	x	x	x	x	x	
	Groundsheet	x	x		x	x		x	x	x	
* Letter of Authorization must be Notarized											

**For additional information, see Article 8 of the Clayton County Zoning Ordinance.*

Note: Submittal of a sign permit application requires zoning review, plans review and inspections.

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Property Information

[Shaded Area for Office use only]

Parcel #(s):				Date Received:
Address:	City	State	Zip	
Business Name:	Tel#	Email		
Any Applicable Zoning Overlay District: ☐Highway 138 ☐Highway 42 ☐Highway 54 ☐Tara Blvd ☐Panhandle Area ☐Cherry Hills				
Zoning Classification:	Any Applicable Variance: ☐Yes ☐No	Temporary Sign ☐Class 5 ☐Class 6 ☐No	Permanent Sign ☐Yes ☐No	

Owner/Applicant

Owner Name:			Applicant/Contractor:		
Address			Address		
City	State	Zip	City	State	Zip
Tel#	Mobile #		Tel#	Mobile #	
Email			Email		

Proposed Sign Information

Ground Sign	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost $_____
Wall Signs: How Many:_____ Total Sq. Ft._____ Estimated Cost:$_____	Dimensions:_____ Face Area _____ Dimensions:_____ Face Area _____ Dimensions:_____ Face Area _____ Dimensions:_____ Face Area _____	Building Front Elevation Dimensions:_____ (Total area of all wall signage is not to exceed ten (10) percent of building façade or two hundred (200) square feet, whichever is less)		
Entrance Signs: How Many:_____	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost $_____
	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost $_____
Billboard: Estimated Cost:$_____	Structure Dimensions:_____ Face Area _____ Height:_____ Setback from property Line_____			
Temporary Sign:	Dimensions:_____ Façade Dimensions _____	Only One Banner is allowed per code and must be 10% of the facade		
Groundsheet:	Dimensions:_____ Face Area _____ Setback from property Line_____			
Internal Sign (signs within any development) Estimated Cost:$_____	Structure Dimensions:_____ Face Area _____ Height:_____ Setback from property Line_____			
Menu Board Estimated Cost:$_____	Dimensions:_____ Total Face Area _____	Only one sign per drive through		
Proposed Window Signs:	Total signage not to exceed twenty (20%) of all window areas			

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Sign Application

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Existing Sign Information

Ground Sign	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost $_____
Wall Signs: How Many:_____ Total Sq. Ft._____ Estimated Cost:$_____	Dimensions:_____ Face Area _____ Dimensions:_____ Face Area _____ Dimensions:_____ Face Area _____ Dimensions:_____ Face Area _____	Building Front Elevation Dimensions:_____ (Total area of all wall signage is not to exceed ten (10) percent of building façade or two hundred (200) square feet, whichever is less)		
Entrance Signs: How Many:_____	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost $_____
	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost $_____
Billboard: Estimated Cost:$_____	Structure Dimensions:_____ Face Area _____ Height:_____ Setback from property Line_____			
Temporary Sign:	Dimensions:_____ Façade Dimensions _____	Only One Banner is allowed per code and must be 10% of the facade		
Groundsheet:	Dimensions:_____ Face Area _____ Setback from property Line_____			
Internal Sign (signs within any development) Estimated Cost:$_____	Structure Dimensions:_____ Face Area _____ Height:_____ Setback from property Line_____			
Menu Board Estimated Cost:$_____	Dimensions:_____ Total Face Area _____	Only one sign per drive through		
Proposed Window Signs:	Total signage not to exceed twenty (20%) of all window areas			

Note: Billboard requires Zoning Conditional Use Permit (CUP) before applying for a Building Permit

I hereby certify that the sign described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

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Property Owner(s) Authorization

PATRICK EJIKE
DIRECTOR

I, _____swear and affirm that I am the owner of the property
(Property Owner's Name)

at _____, as shown on the Tax Map and/ or deed
(Property address or parcel number)

Records of County, Georgia.

I hereby authorize _____to act as the applicant or agent in
(Applicant Name)

pursuit of the development requested on this property.

_____
(Signature of Property Owner)

Personally appeared before me on this _____ day of _____, 20____.

My Commission expires on_____.

_____ _____
(Notary Signature/ Seal) (Date)