



## Clayton County Planning & Zoning Department of Community Development

121 South McDonough Street  
Jonesboro, GA 30236  
Office: 770.477.3569 Fax: 770.473.5481  
Web site: [www.co.clayton.ga.us](http://www.co.clayton.ga.us)

### TEMPORARY SIGN PERMIT APPLICATION, INSTRUCTIONS & CHECKLIST

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#### Instructions:      **Only “Class 5” and “Class 6” Temporary Signs Require Permits**

1.     **Application:** The petitioner shall submit an application for Zoning Approval – Temporary Sign Permit, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), the required filing fee, and required supportive information to the Zoning Administrator.
  
2.     **Zoning Approval:** The Zoning Administrator or his/ her designee will review the documentation for Zoning Approval – Sign Permit and render a decision of approval or denial. If the application is approved, the Clayton County Department of Community Development will provide the applicant with a sticker to be placed upon the temporary sign. If the application is denied, Clayton County Department of Community Development will notify the applicant of its decision.
  
3.     **Removal of Temporary Sign:**
  - **Class 5 temporary** signs are allowed on any lot containing a non-residential zoning district or use of land, which **may not be erected for more than 45 calendar days at one time, or exceed 120 calendar days per year.**
  
  - **Class 6 temporary signs** are signs that may be erected on any lot containing a non-residential zoning district or use of land after 6:00 p.m. on any Friday and must be taken down by 8:00 p.m. the following Sunday, which **may not be erected for more than eight (8) consecutive weekends at one time, or exceed being posted for 96 calendar days per year.**

#### Checklist:

**Sign Application:** The petitioner shall submit an application for Zoning Approval – Temporary Sign Permit, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), the required filing fee, and required supportive information to the Zoning Administrator. Supportive information shall include, but not be limited to the following:

##### Class 5 Checklist:

- Scaled elevation drawing/rendering showing total square footage of sign face and materials used.
- Scaled elevation drawing/rendering showing total square footage of building face.
- Filing Fee.

##### Class 6 Checklist:

- Scaled elevation drawing/rendering showing total square footage of sign face and materials used.
- Required filing fee.



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### TEMPORARY SIGN PERMIT APPLICATION

<b><u>FOR STAFF USE ONLY</u></b>		<b><u>DATE/TIME STAMP</u></b>
Project#: _____ Filing Fee: \$ _____ Received By: _____		
<b><u>FOR CERTIFICATION USE ONLY</u></b>		<b><u>APPROVAL GRANTED</u></b>
Parcel ID#: _____ Zoning District: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>COMMENTS</u></b>	<b><u>NAME OF REVIEWER</u></b>	<b><u>SIGNATURE</u></b>
	<b><u>EXPIRATION of PERMIT</u></b>	<b><u>DATE IF APPROVAL</u></b>

This sign permit application is required for all submittals.

### APPLICANT AND PROPERTY OWNER INFORMATION

<b>1. Applicant Name:</b>	
<b>Address:</b>	
<b>Phone#:</b>	<b>Email Address:</b>

<b>2. Property Owner Name:</b>	
<b>Address:</b>	
<b>Phone#:</b>	<b>Email Address:</b>

<b>3. Sign Company, if different from the Applicant:</b>	
<b>Address:</b>	
<b>Phone#:</b>	<b>Email Address:</b>



## AUTHORIZATION BY PROPERTY OWNER (if applicable)

I, \_\_\_\_\_ (Property Owner), SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT \_\_\_\_\_ (Property Address), PARCEL ID \_\_\_\_\_ AS SHOWN IN THE TAX MAPS AND/OR DEED RECORDS OF CLAYTON COUNTY, GEORGIA. I HEREBY AUTHORIZE THE PERSON(S) OR ENTITY(IES) NAMED BELOW TO ACT AS THE APPLICANT OR AGENT IN PURSUIT OF THE TEMPORARY SIGN PERMIT REQUESTED ON THIS PROPERTY.

### Applicant Information:

Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone Number: AREA CODE (     ) NUMBER (     ) - (     )		

Notary Seal:

Print Name of Property Owner

Signature of Property Owner

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date