



# City of Covington

## SIGN PERMIT APPLICATION

**PLEASE COMPLETE THE BELOW INFORMATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Process No.: \_\_\_\_\_

### **I. REQUIREMENTS:**

- ☐ One copy of a site plan showing the location and placement of proposed sign(s)
- ☐ One copy of a construction plan detailing sign construction material
- ☐ One copy of an elevation drawing illustrating the height and dimensions of the sign face and structure
- ☐ One set of digital plans
- ☐ One copy (company invoice) of the total construction costs of the signs before taxes and install
- ☐ One original hard copy signed and notarized application

### **II. PROPERTY OWNER:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **III. PROPERTY INFORMATION:** Located on <https://qpublic.schneidercorp.com/>

Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Parcel Size (Acres): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tenant: \_\_\_\_\_

### **IV. CONTRACTOR INFORMATION:**

Contractor/Company: \_\_\_\_\_

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

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **V. SIGN INFORMATION:**

Please identify the type of sign you are requesting

- ☐ Monument (Masonry Base required; 10'Ft from the ROW (must show on site plan), only **ONE** per road frontage)

- How many will be on premise? \_\_\_\_\_



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- What is the square footage of each sign face? \_\_\_\_\_
- What is the height of each sign and structure? \_\_\_\_\_
- Illuminated? ☐ yes ☐ no
- Changeable copy/Electronic multi-message? ☐ yes ☐ no

☐ Wall

- Total linear feet of wall or tenant frontage: \_\_\_\_\_
- What is the square footage of each sign face? \_\_\_\_\_
- Illuminated? ☐ yes ☐ no

☐ Roof Sign (in lieu of Wall Sign)

- Not to exceed 10% of building height
- Maximum square footage shall not exceed the building's linear foot per road frontage

☐ Window Sign

- Total signage shall not exceed twenty-five percent (25%) of the window area facing the road frontage. Shall not exceed fifteen percent (15%) in an TCM zoning district.

☐ Projecting (TCM District only)

- Maximum of 6'sq.ft.
- Height above pedestrian 7'6"

☐ Sandwich/A-frame (TCM District only)

- Maximum of 6' sq ft per sign face
- Maximum 4' high

☐ Canopy (TCM District only) Maximum of 8'sq ft.

- Made onto canopy material
- 

**\*\*\* All other zoning districts related to canopy/awning inquiries fall under building permit regulations.**

### VI. FEES: TOTAL CONSTRUCTION COST OF SIGNS

Electric	\$150.00 plus 5% of construction cost in excess of \$1,000.00
Non-electric	\$100.00 plus 5% of construction cost in excess of \$1,000.00



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### **VI. AUTHORIZATION FOR REPRESENTATION:** (If the owner/applicant is requesting to be represented)

I, \_\_\_\_\_, the owner of the subject property identified in this application, do hereby authorize \_\_\_\_\_ to act on my behalf in all matters pertaining to the processing and approval of this application, including modifying the project accordingly to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative.

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### **VII. CERTIFICATION:**

I, \_\_\_\_\_ the owner or authorized representative of the owner(s), read and understand the contents of this application. I certify that that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge. I further agree that to save, indemnify, and keep harmless the City of Covington, its officers, employees, and agents against all liabilities, judgments, costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules and ordinances. Signature constitutes an attestation by the owner or owner's authorized representative(s) that application complies with all covenants, conditions, and restrictions.

Signature of owner/applicant or representative: \_\_\_\_\_

Date: \_\_\_\_\_



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### CITY OF COVINGTON, GEORGIA AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

I, \_\_\_\_\_ am applying to the City of Covington, Georgia for a  
(Name)

\_\_\_\_ 1) Alcohol

\_\_\_\_x\_\_\_\_ 2) Other public benefit as referenced in O.C.G.A. 50-36-1.

(Please describe) \_\_\_\_\_ sign permit

I hereby state, under oath, with respect to my application for

\_\_\_\_\_  
(Name of business, corporation, partnership, or other private entity)

that:

\_\_\_\_ 1) I am a United States citizen or a legal permanent resident

OR

\_\_\_\_ 2) I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 year of age or older, lawfully present in the United States. \*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Alien Registration Number for Non-Citizens\*

#### \*NOTARY SEAL:

Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\*Note: O.C.G.A. 50-36-1 (e) (2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number, because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration numbers. Qualified aliens that do not have an alien registration number may supply another identifying number below:  
\_\_\_\_\_



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**\*\* FOR OFFICIAL USE ONLY \*\***

<b>PLANNING AND ZONING</b>		<b>Permit #</b>	<b>Fee Received:</b> <input type="checkbox"/>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Remarks		Is this property located within Covington's Historic District? <input type="checkbox"/> Yes, <input type="checkbox"/> No		
<b>FOOTING INSPECTION</b>		<input type="checkbox"/> Yes, <input type="checkbox"/> No		
REQUIRED				
<b>ELECTRICAL INSPECTION</b>		<input type="checkbox"/> Yes, <input type="checkbox"/> No		
REQUIRED				