



www.tallulahfallsga.gov

706-754-6040

PO Box 56, 255 Main Street, Tallulah Falls, GA 30573

SIGN PERMIT APPLICATION

BUSINESS INFORMATION *(please print)*

Tallulah Falls Business License No.: _____ *(Must provide number to submit for any business sign)*

____ Site Address of Proposed Sign Suite City State Zip

____ Business / Subdivision Name Business Owner / Manager Phone

PROPERTY OWNER INFORMATION *(please print)*

Owner: _____ Owner / Agent Signature: _____

Property Owner Address: _____ Phone: _____

_____ Fax: _____ E-mail: _____

APPLICANT *(please print)*

Applicant Signature _____

Applicant Address: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Will contractor install sign? Yes No Name of Contractor _____ Phone: _____

SIGN INFORMATION

	Sign Type	Sign Dimension & Area	Height Above Grade	Ground Sign setback from R.O.W.
Proposed Signage	<input type="checkbox"/> Activity Sign <input type="checkbox"/> Ground/Freestanding <input type="checkbox"/> Attached Sign <input type="checkbox"/> Off-Premises <input type="checkbox"/> Principal Use Sign <input type="checkbox"/> Accessory Use Sign <input type="checkbox"/> Incidental Use Sign <input type="checkbox"/> Other	(W) _____ x (H) _____ Area: _____		
Existing Signage	<input type="checkbox"/> Business ID change <input type="checkbox"/> Size change <input type="checkbox"/> Other	(W) _____ x (H) _____ Area: _____		

***One accurate scale drawing of the plans, specs and method of construction and attachment to building or ground and site plan required for permit approval**

*Are there any **EXISTING** sign(s) located on the building or property? No Yes. If yes, please explain what will happen to the existing sign(s): _____

*Removal of an EXISTING sign requires a Sign Removal Affidavit prior to approval of a PROPOSED sign:

APPLICANT SIGNATURE:

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) required for removal will be removed before any new sign(s) are installed. I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the zoning district. I am aware of Article VI: Signs, and agree to comply with the Town of Tallulah Falls Zoning Ordinance.

Date: ____ / ____ / ____

Applicant Signature: Business Owner or Owner's Representative

STAFF ONLY			
Approved By:	Denied By:	Date:	
Permit No.:	Zone District:	Case No.	TOTAL FEE: \$
A Non-Refundable Administrative Fee of \$25.00 is Applied to all Sign Permits			
<p>The owner(s) of the property must sign-off on the application, granting the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. The application CANNOT be accepted without the property owner's signature and consent.</p>			

Exempted from Permitting Requirements:

1. Standard highway signs, street markers, or railroad crossing signs or signals, public use and semi-public use signs (authorized by the Town), and state department of transportation signs. No other signs shall be permitted within the right-of-way of any street, road, or railroad.
2. Signs of a temporary nature publicizing special events, festivals, or other community activities. All temporary signs shall be removed within two days following the conclusion of the event or activity for which they were posted.
3. A non-illuminated sign, either freestanding or attached, not exceeding four (4) square feet in area and pertaining only to the rent, lease, or sale of the premises upon which it is displayed.

Permitted signs:

The following signs shall be permitted upon Council approval provided that they meet all requirements:

Incidental use signs

1. Directional or information signs of a public or quasi-public nature which by tradition and precedent are identified with promoting the general welfare of the Town of Tallulah Falls and which do not exceed fifteen (15) square feet in area, including, but not limited to, the following: The name and location of a public building, youth organization, church, or meeting place of an official or civic body.

Accessory Use Signs

1. A business identification sign, either free standing or attached, not exceeding eight (8) square feet in area, on which the name and nature of a business operated on the premises as an accessory use are shown.

Principal Use Signs

1. A business identification sign, either freestanding or attached, not exceeding fifty (50) square feet in area, on which the name and nature of the business operated on the premises as the principal use are shown.
2. Attached signs within fifty (50) feet of the front lot line of the premises with a total sign area not exceeding five (5) percent of the area of the building wall to which the sign or signs are attached. When a sign is located more than fifty (50) feet from a front lot line of the premises, the percentage of total sign area in relation to the area of the wall to which the sign or signs are attached shall be determined from the following schedule:

Ratio Between Setback and Sign Area	
Setback in Feet	Percent of Total Sign Area
50—100	7.5
100—150	10.0
150—200	15.0
200 or more	20.0

3. Marquee or projecting signs which overhang a sidewalk, driveway, or other passageway used by either pedestrians or automotive vehicles and those which project more than twelve (12) inches over publicly-owned property shall be permitted only upon approval of the planning commission and the town council. Such signs must meet the same sign area-wall ratio of other types of attached signs.

Sign restrictions

1. To keep the town from clutter, a 40-foot buffer zone for signs shall be established on each individual parcel of property, excluding signs erected by the town. For reasons of safety, the following restrictions shall be observed in the construction, erection and maintenance of signs:
2. No flashing, intermittent or rotating lights shall be used on any sign or structure. No portable illuminated signs shall be permitted except temporary special event, festivals, or other community activities.
3. Any illuminated sign or structure shall be placed so that the rays and illumination therefrom shall not be cast upon neighboring dwellings.
4. No sign shall be placed where it will interfere with vision clearance along any highway, street or road or obstruct the vision of either drivers or pedestrians at intersections of roads, streets, highways, alleys, or railroad crossings.
5. No sign shall be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as an entrance or exit of a building or a means of ingress or egress for firefighting purposes. No sign shall be attached in any form, shape, or manner to a fire escape or be so placed as to interfere with any opening required for legal ventilation.
6. No sign shall be painted on or affixed to any natural feature such as trees and rocks.
7. No political signs shall be erected or placed on any property except private authorized property.
8. No sign height shall be greater than 20 feet from the base of the sign or 20 feet from the right-of-way, whichever is higher.



EXISTING SIGNAGE REMOVAL AFFIDAVIT

This affidavit must be completed if existing signage must be removed in order to be authorized for any new signage. Please complete this affidavit, attach it to your Sign Permit application, and submit it to the Town of Tallulah Falls.

Project/Business Name _____ Unit/Suite/Phase _____

Sign Permit Number _____ Business License Number _____

The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage must be removed prior to completion of new signage as authorized by the issuance of the Sign Permit.

Property Owner

Property Owner's Printed Name _____

Property Owner's Signature _____ Date _____

Business Owner/Representative

Business Owner's Printed Name _____

Business Owner's Signature _____ Date _____

Sign Contractor

Sign Contractor's Printed Name _____

Sign Contractor's Signature _____ Date _____