



11360 Lakefield Drive, Johns Creek, GA 30097
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BANNER PERMIT GUIDELINES

Permit Submittal Requirements

Apply for a Banner permit with items listed below through the Customer Self-Service (CSS) Portal - <https://www.johnscreekgav.com/customer-self-service>.

A completed banner permit application will require:

1. One (1) sketch/drawing/elevation of the banner with dimensions (height & width)
2. One (1) site plan showing the following information:
 - a. Street address of the property upon which the banner is to be located
 - b. Proposed location of the banner on the subject property
 - c. Distance of the proposed banner from the Right-of-Way (property line). Minimum distance required is 10 feet setback from the property line.
 - d. Height of the proposed sign, as measured from the ground elevation to top of banner.

Definition

Banner. A sign other than a flag with or without characters, letters, illustrations or ornamentation applied to cloth, paper, or fabric that is intended to be hung either with a frame or without a frame. Neither flags nor canopy signs are considered banners.

Banner Permit Guidelines

- Banners are allowed for a period not exceeding fourteen (14) days, with no more than four (4) such fourteen (14) day periods being permitted per calendar year. A banner period may be broken into two (2) non-consecutive one (1) week banners, provided dates are given at time of application.
- Banners shall **not** be more than thirty-two (32) square feet.
- No banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five (5) feet above grade when on the ground.
- Banners must be set back ten (10) feet from the Right-Of-Way.
- Banners shall be erected with supports or other means so that they do not sag or become dilapidated.
- ***Commercial Zoning Districts:*** In the case of lots which contain multiple Places of Business (i.e. shopping centers/strip malls), each Place of Business shall be allowed a banner.
- ***Residential Zoning Districts:*** During the months of May and June, banners in residential zoning districts do not require a permit. However, the fourteen (14) day period shall count toward the maximum four (4) fourteen (14) day periods allowed per year.

Applicable Fees

BANNER	\$50 for 2 weeks	
ADMINISTRATIVE FEE	Added to all permit fees, except for land use petitions and variances	\$50