



11360 Lakefield Drive, Johns Creek, GA 30097

[www.JohnsCreekGA.gov](https://www.JohnsCreekGA.gov) | 678-512-3200

## SIGN PERMIT GUIDELINES

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### **Instructions**

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

### **Freestanding/Monument Sign Permit Submittal Requirements**

1. Submit a site plan (in PDF format) to scale showing the street address of the property upon which the sign is to be located, the proposed location of the sign on the property, the distance of the proposed sign from the property line or Right-of-Way, and all existing structures or buildings on the subject property.
2. Submit a drawing (in PDF format) illustrating sign details, including a proposed color scheme of sign, scaled elevation of the size and height of the proposed sign from ground level and adjacent street level.
3. The square footage of the sign face.
4. The owner(s) of the property or his/her agent, must grant the applicant permission for the placement, maintenance, size, and height of the subject sign to be placed on the property. Sign permit application **CANNOT** be accepted without the property owner's consent.
5. If an existing sign is to be removed, please complete and submit the "Existing Signage Removal Affidavit" with the sign permit application.

### **Wall and Canopy Sign Submittal Requirements**

1. Submit building elevations (in PDF format) with width & height dimensions of the (wall) façade where the sign is proposed to be located.
2. Submit drawings (in PDF format) showing sign details, including a proposed color scheme of sign and scaled elevation of the proposed sign.
3. The square footage of the proposed wall sign. The wall sign area shall be measured within the smallest continuous polygon comprised of not more than eight (8) straight lines enclosing the limits of a sign face, together with any sign face cabinet or frame or material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it is placed.
4. The owner(s) of the property or his/her agent, 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 consent.
5. If an existing sign is to be removed, please complete and submit the "Existing Signage Removal Affidavit" with the Sign Permit application.

For additional information, guidelines and sign regulations, please review ARTICLE 33 - SIGNS of the City's Sign Ordinance by following this link:

[http://library.municode.com/HTML/14551/level3/PTIICOOR\\_APXAZO\\_ARTXXXIIISI.html](http://library.municode.com/HTML/14551/level3/PTIICOOR_APXAZO_ARTXXXIIISI.html)

## **Definitions**

*Wall Sign.* Any sign attached parallel to a wall, painted on the wall surface or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and which displays only one sign surface. No wall sign shall extend more than six (6) inches from any wall, building, or structure.

*Freestanding Sign.* Any sign supported by structures or supports that are placed on, or anchored in the ground, and that are independent from any building or other structure. A permanently affixed sign which is wholly independent of a building for support with a base of a width not less than the width of the sign face. The base of the sign face shall be flush with the supporting base, and the supporting base shall be flush with the ground and extend the full width of the sign. Except for subdivision entrance signs, freestanding signs may not be constructed before the principle building is on a lot.

- Freestanding sign structure/base materials shall be constructed of brick or stone with a base of at least two (2) feet in height. Any sign panels on a sign shall have a uniform background color and material. All freestanding signs shall display the property address in numbers at least six (6) inches in height but not more than twelve (12) inches in height. The numerical address shall not be considered part of the sign face and shall not count against the allowable sign square footage (Article 33, Section 25.E.).



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## 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 City of Johns Creek, Community Development Department.

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 \_\_\_\_\_