

**City of Dahlonega
Sign Application**

Application Date: _____

Permit fee: \$75 plus \$25 each additional sign when applicable--Type of sign requiring application and permit fee: freestanding, wall, mansard, hanging, projecting, banners, A-frame, signage during construction , residential subdivision and master signage plan.

Name of Business: _____

Location/Address: _____ Zoning: _____

Owner of Business: _____

Mailing Address: _____

Phone #: _____ Cell or other #: _____

Property Owner: _____

If the applicant is someone other than the property owner, provide written consent of the owner of the property, or his/her agent, granting permission for the placement, maintenance, size and height of the sign to be placed on the property.

Sign Installer: _____

Address: _____

Phone #: _____ Other #: _____

Applicant's signature: _____

*Application will only be deemed complete when all required information is received. Drawings, sketches, photo's survey, etc....? A copy of the sign ordinance is available for review at Dahlonega-ga.gov
Copies also available at city hall*

Signs applying for-- circle all that apply: Free standing – Wall – Mansard – Hanging – Projecting - A frame Banner Other: _____

Permit Fees due: _____ *Permit fee: minimum \$75 plus \$25 for each additional sign when permit fee required. Banner fee: \$25*

*******For Staff Only*******

Staff Signature: _____ Date: _____

Permit Fees paid: _____

Permit/Decal # _____

● For each sign include sketch or drawing showing sign dimensions, height, monument base size, material, colors, text font, plans for illumination etc... For freestanding include survey showing the street address of property, the location of the sign, the distance of the sign from property boundaries and the distance of any freestanding signs within 50 ft. of this sign. Include photos of existing signs –wall of free standing.

Freestanding sign Section 7.1

ATTACH DRAWING AND SURVEY show locations & distance apart of all signs on this property/business.

*Height cannot exceed 10ft.
 Historic District cannot exceed height of 5ft.
 Size cannot exceed 32 sq.ft. in area
 Only Monument type signs allowed
 No poles or pylon. Base must be solid/enclosed with no visible open areas And a Minimum of 4 ft. wide and 2 ft. high. Signs Cannot be located within 50 ft of another sign. In the B3 & CBD districts cannot be located with 20 ft. of another sign.*

- Size of base: _____ dimensions & shape
- Size of sign: _____ dimensions & shape
- Height: _____
- Material _____
- Color of sign background , text etc... _____ Attach paint sample or color drawing
- Location of freestanding sign: show location you can use an existing survey
- Distance from the new sign from any existing freestanding signs _____
- Show distance from property boundaries _____
- Illumination- what type, only up light or down light is allowed.
- Value of sign : _____

Wall/Mansard sign Section 7.2

Size cannot exceed 10% of Wall or mansard area --Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side, a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Or, alternatively the allowed square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street. Wall or mansard signs shall not extend above the eave line or top of a parapet on the wall to which it is attached.

ATTACH DRAWING OF SIGN AND PICTURE OF WALL WHERE SIGN WILL BE LOCATED- Show location of signs on the building-new & existing

- Size of sign: _____ show dimensions & shape
- Building façade/wall, dimensions _____
- No part of a wall or mansard sign shall be located more than 25 feet above the existing level of the ground. What is the height from the top of the sign to the ground. _____
- Material of sign _____
- Color of sign background text etc... Attach paint sample or color drawing and attach sample of lettering –see example sheet _____
- Specifications on how sign will be attached to wall: _____
- Illumination- only up light or down light allowed. _____
- Value of Sign: _____

A Frame sign Section 7.5 ----- You must submit application for this sign. If application is denied you may be allowed 6 sq. ft. of additional signage on your wall or window. Location: If on sidewalk/walkway you must have 60 inches of unobstructed pedestrian access. Size - Size cannot exceed 2 ft. x 3 ft Maximum height 3 ft. ATTACH PICTURE OF BUILDING AND DRAWING SHOWING SIGN LOCATION AND MEASUREMENTS

Hanging/projecting Section 7.3

You are allowed 1 hanging or 1 projecting sign
 The sign is located in a non-residential zoning district;
 The sign is located over a public door entrance to an occupied building;
 The sign is no more than 9 square feet in area;
 The sign may not project more than 36 inches from the wall;
 The sign is uniform in size, material, color and shape and is placed in an equivalent location to other such signs located on the same building;
 The sign is suspended from the eave or soffit of the building or extends from the wall
 The sign maintains a minimum of 8 feet clearance between the bottom of the sign and the walkway below; and the sign shall not extend vertically beyond the window sill of the second story.

ATTACH PICTURE OF BUILDING AND SHOW LOCATION OF THIS SIGN AND EXISTING SIGNS

- Size/Dimensions _____
- Clearance from ground to bottom of sign must be 8 ft. _____
- Sign Material _____
- Sign support/bracket Material _____ and color _____
- Color of sign background text etc... _____ Attach paint sample or color drawing
- Attach sample of lettering, include size of letters _____
- Value of sign _____

Banner Section 7.4

- Banner size cannot exceed 35 sq. ft. and cannot be up for more than 10 days.

The signs below do not require an application or permit fee but must meet standards of sign ordinance.

Window – Section 8.5

Size of Window

Size of Sign

Size cannot exceed 10% of window area--In areas outside the B3 & CBD one lighted window sign up to 324 sq. inches is allowed as part of the 10% space area as long as sign does not flash, blink, scroll

Informational sign – Section 8.6

No more than 2 signs depending upon size of sign. Residential max size: 6 sq. ft Max height 3 ft. Commercial max size 16 sq. ft., max height 5 ft. If you have two signs both signs together cannot exceed maximum size. Informational signs shall be mounted on metal frames that do not exceed ¼ inch diameter or when mounted on frames of other material cannot exceed ¾ inch by 1 ½ inch in size.

Door – Section 8.8

Sign cannot exceed 1ft x 1 ft

Hand held/ Portable Signs Section 8.11

Sign cannot exceed 4 sq. ft., person must stand off the ROW and have written permission from property owner

Other signs allowed with approved application and permit

- Signage during construction
- Residential Subdivision Signs
- Master Signage Plan

Below is a summary of information related to the sign application. For complete information you can review the Sign Ordinance on the City's website or at City Hall.

Written consent from property owner if applicant is not property owner
Wall sign. - Wall and mansard signs shall be permitted on the wall or mansard of a building facing a public street. If a building has public street frontage on more than one side a wall or mansard sign may be allowed on either the main entrance or any side facing a public street. Or the square footage for the signage may be divided equally between the main entrance and an adjacent side of the building which also faces a public street.
Include sketch or drawing of each sign with dimensions shown, include distance from wall. photo of existing signs
Include photo of the building façade with dimensions noted. Show location of signs on the building. Include existing signs that will remain and all new signs.
Material
Size/dimensions include distance from wall- sign area cannot exceed 10% of the wall façade.
Height on wall cannot exceed 25 ft. or be above the eave or top of parapet.
Font
Value of sign
Illumination
Roof signs are not allowed. (Exception Mansard roof)
Freestanding Sign : Number of signs : A site with two entrances and more than 100 ft. continuous frontage may install a sign at each entrance. Where frontage on more than one street each frontage is treated independently provided that no two signs may be closer than 100 linear ft. to one another.
Sign height cannot exceed 10 ft. In B3 & CBD district sign height cannot exceed 5 ft.
Survey with distance of sign from the property boundaries
Show nearest sign- cannot be within 50 ft. of another sign ; In B3 & CBD signs cannot be within 20 ft. of another sign
Road frontage length (Min. 50 ft)
Show street address
Show Setbacks & ROW –sign must be at least 2 ft. From ROW ; in B3/CBD outside the ROW
Setbacks from intersections
Sketch or drawing of sign to scale include dimensions
Photo with location of sign shown , photo of existing signs
Sign Size-dimensions
Base size/dimension
Posts/columns size
Material of sign
Font
Value of Sign
Illumination
Projecting Sign - photo of existing signs
Material
Projecting length no more that 36 inches from wall
Size no more than 9 sq ft.
Font
Location on wall above door, suspended from the eave or soffit or extends from the wall
Clearance – 8 feet between the bottom of sign and walkway.
The sign shall not extend vertically beyond the window sill of the second story.
Hanging Sign - photo of existing signs
Material
Size no more than 9 sq. ft.
Font
Location on wall above door, suspended from the eave or soffit or extends from the wall
Clearance – 8 feet between the bottom of sign and walkway.
The sign shall not extend vertically beyond the window sill of the second story.

Lettering styles for signs in the city of Dahlonega

The Historic Preservation Commission sets guidelines for lettering styles so that all signs in the city will be appropriate and compatible with the character and general ambiance of the city of Dahlonega.

For example, letter styles like ~~Modern, Strzezel, Computer, Far Out, WIERD, Flaky~~, obviously are not appropriate.

Many letter styles and original designs may be allowed, but must be approved by The Historic Preservation Commission

Some suggested standard font styles that are appropriate:
(Letter styles can be made thicker, thinner, taller, shorter, etc.)

Aa Bb Cc Aa Bb Cc AA BB CC AA BB CC
BARDWARE ARIAL BLACK CANCUN COSMIC

Aa Bb Cc AA Bb Cc Aa Bb Cc Aa Bb Cc Aa Bb Cc
QUIGLEY INDIANA LUCIDIA MERLIN ODESSA LET

A B C Aa Bb Cc Aa Bb Cc Aa Bb Cc Aa Bb Cc
UMBRELLA VICTORIAN LET ZURICH CAL SOUTHERN SIMPSON

Aa Bb Cc Aa Bb Cc Aa Bb Cc Aa Bb Cc A B C
ACADAMY ENGRAVED AMSTERDAM BANGOR BANKOK BASSOON

Aa Bb Cc Aa Bb Cc Aa Bb Cc Aa Bb Cc A B C
BIGTOP BOOKMAN OLD CASTENET FLAT BRUSH FLORENCE

A B C Aa Bb Cc Aa Bb Cc Aa Bb Cc Aa Bb Cc
GOLDMINE MARQUETTE LET PENNSYLVANIA NEBRASKA PARIS

Aa Bb Cc Aa Bb Cc Aa Bb Cc Aa Bb Cc A B C
SHAKESPEARE AVENUE PRESIDENT PROSE ANTIQUE SOUTHERN BOLD VIKING

Aa Bb Cc Aa Bb Cc AA BB CC Aa Bb Cc
BROADWAY BT CASABLANCA ANTIQUE COTTAGE EXPO

AA BB CC Aa Bb Cc Aa Bb Cc A B C
GALATHEA GAZE HEIDELBERG THUNDER BAY