

**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: _____

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.

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

Banner Section 7.4

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