

**CITY OF LAWRENCEVILLE  
SIGN PERMIT APPLICATION**

*PLEASE READ AND FILL OUT COMPLETELY*

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS NAME AT SIGN LOCATION \_\_\_\_\_

SIGN LOCATION ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

**TYPE OF SIGN** (check all that applies)

**\*NOTE – CLIPART NOR PHOTOGRAPHS WILL BE ACCEPTED FOR ANY DRAWING**

**FREESTANDING**

**POLE (EXTENDING FROM POLE ABOVE GROUND GRADE)**

**Attach all of the following**

- ✓ SCALED (EITHER ENGINEER OR ARCHITECTURAL) SITE PLAN STAMPED BY A REGISTERED LAND SURVEYOR WITH STREET RIGHT(S) OF WAY & IMPROVE-MENTS NEAR THE PROPOSED SIGN LOCATION;
- ✓ LOCATION OF SIGN CLEARLY MARKED; SETBACKS DIMENSIONED
- ✓ SCALED (EITHER ENGINEER OR ARCHITECTURAL) AND DIMENSIONED FABRICATION DRAWING OF POLE SIGN. INCLUDING THE FOOTING

**MONUMENT (SIGN WITH BASE ON GROUND GRADE)**

**Attach all of the following**

- ✓ SCALED (EITHER ENGINEER OR ARCHITECTURAL) SITE PLAN STAMPED BY A REGISTERED LAND SURVEYOR WITH STREET RIGHT(S) OF WAY & IMPROVE- MENTS NEAR THE PROPOSED SIGN LOCATION;
- ✓ LOCATION OF SIGN CLEARLY MARKED; SETBACKS DIMENSIONED
- ✓ SCALED (EITHER ENGINEER OR ARCHITECTURAL) AND DIMENSIONED FABRICATION DRAWING OF MONUMENT SIGN INCLUDING BASE.

**FAÇADE** (OR WALL—A SIGN ATTACHED TO BUILDING WALL INCLUDING WINDOW SIGNS ON EXTERIOR OF WINDOW) – **Roof signs are not permitted**

**Attach all of the following**

- ✓ SCALED (EITHER ENGINEER OR ARCHITECTURAL) BUILDING ELEVATION DRAWING WITH HEIGHT AND WIDTH MEASUREMENTS
- ✓ SCALED (EITHER ENGINEER OR ARCHITECTURAL) FABRICATION DRAWINGS OF THE SIGN
- ✓ SIGN ATTACHMENT (MOUNTING) DRAWING

**TEMPORARY (BANNERS)**

- 1 – 14 - DAY BANNERS \$2 PER SQFT  
MAXIMUM SQFT ALLOWED 32  
MINIMUM FEE \$50 (PER 14 DAY PERIOD)

- 2 – 14 - DAY BANNER \$4 PER SQF  
ONE BANNER ALLOWED AT A TIME  
ONE 28-DAY PER YEAR

DATE UP \_\_\_\_\_ DATE DOWN \_\_\_\_\_ SQUARE FOOTAGE \_\_\_\_\_

**IF SIGN IS LIGHT PROVIDE THE FOLLOWING:**

ELECTRICAL CONTRACTOR \_\_\_\_\_  
STATE LICENSE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

<input type="checkbox"/> APPROVED	SQUARE FOOTAGE _____
<input type="checkbox"/> DENIED _____	
COMMENTS _____	TOTAL\$ _____
SIGNATURE _____	