



Sign Permit Application

Application No. SP - _____ - _____
(PAGE 1 of 10)

HEARING DATE

_____, 20____
____:____ PM
Planning Commission ☐
Mayor & Council ☐

(PLEASE PRINT OR TYPE ALL INFORMATION)

Applicant: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ - _____ **E-mail address:** _____

Applicant's Signature

Printed Name of Signatory

Signed, sealed and delivered in the presence of:

Notary Commission Expires:

Notary Public Signature

The ____ day of _____, 20____.

SEAL:

Property Owner: (If Applicable) _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ - _____ **E-mail address:** _____

Property Owner's Signature

Printed Name of Signatory

Signed, sealed and delivered in the presence of:

Notary Commission Expires:

Notary Public Signature

The ____ day of _____, 20____.

SEAL:

CITY STAFF ONLY:

TIME/DATE STAMP:

FILED WITH COMMUNITY DEVELOPMENT: _____, 202____

APPLICATION ACCEPTANCE DATE: _____, 202____

DIRECTOR: _____
(SIGNATURE) (DATE)



Sign Permit Application

Application No. SP - _____ - _____

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(PLEASE PRINT OR TYPE ALL INFORMATION)

Sign Owner: _____
(If different from property owner)

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ E-mail address: _____

Sign Owner's Signature

Printed Name of Signatory

Signed, sealed and delivered in the presence of:

Notary Commission Expires:

Notary Public Signature

The _____ day of _____, 20____.

SEAL:

Sign Permit Information:

****ONLY (1) ONE SIGN WILL BE CONSIDERED FOR APPROVAL PER APPLICATION****

Location and Size of Sign:

Property Address: _____

Total Acreage of Property: _____ Acres

Aggregate Area of Proposed Sign: _____ Square Feet; Total Sign Aggregate Area _____ Square Feet (all signs on property)

Distance from Closest Adjacent Sign: _____
(Example – North: 55 Feet; West: 125 Feet; Etc.; In all Directions)

Type of Sign:

- ☐ Permanent Roof, Canopy, Wall, Projecting
☐ Free Standing
☐ Billboard (Outdoor Advertising)
☐ Temporary (☐ Yard ☐ Political ☐ Promotional ☐ Display) “Banners are permitted for a maximum of 90-days for short-term use and 180-days for long-term use”

Description of Sign: _____

Area of Sign: _____ Square-Feet; Number of Sides: _____; Height of Sign: _____ Feet

Shape of Sign: _____; Method Used for Mounting and/or Erecting: _____

Sign Plans and Specifications:

(Attach plans and specifications if required by City of Dallas code of ordinance)

- ☐ Required (plans and specifications attached) ☐ Not Required



****Staff Use Only****

Sign Permit Application: No. SP- _____ - _____

Application Submitted Date: _____

Application Review Date: _____

Application Approval Date: _____

SPECIAL EXCEPTION SIGN PERMIT: ☐ Yes ☐ No

City of Dallas –Planning Commission Hearing Date: _____

Planning Commission Recommendation:

☐ Approve ☐ Disapprove ☐ No recommendation ☐ Table

Conditions, reasons, stipulations:

ANIMATED SIGN PERMIT: ☐ Yes ☐ No

City of Dallas – Mayor & Council Hearing Date: _____

Mayor and Council Recommendation:

☐ Approve ☐ Disapprove ☐ No recommendation ☐ Table

Conditions, reasons, stipulations:

(Signature required for all animated sign permits) **Mayor:** _____
(Signature) (Date)

(Signature required for all special exception sign permits) **Planning Commission Chairman:** _____
(Signature) (Date)

City Manager: _____
(Signature) (Date)

Community Development Director: _____
(Signature) (Date)

City Attorney: _____
(Signature) (Date)



REQUIREMENTS FOR COMPLETING DEVELOPMENT STANDARD VARIANCE APPLICATIONS

Applications and related material shall be submitted and **typewritten** on supplied forms to the Community Development Department, located at 320 E. Foster Ave., Dallas, Georgia. Applications are accepted Monday through Friday from 9:00 a.m. until 3:00 p.m. Applications will not be accepted after 10:00 a.m. on the last filing day established by the Department.

☐ A completed **application form**

☐ If the **property owner(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;
- b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
- c) That the execution of the document on behalf of the corporation has been duly authorized.

☐ A copy of the **recorded warranty deed** that reflects the current owner(s) of the property.

☐ A **current legal description**, including acreage, of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for the Rezoning.

☐ One copy, including an electronic copy, of a **boundary survey** prepared by a Registered Surveyor, drawn to scale, showing north arrow, land lot and district/section, dimensions, acreage and location of the tract. The preparer's seal shall be affixed to the plat signed and dated. **Boundary survey acreage shall match application and legal description acreage exactly.**

☐ (IF REQUIRED) One paper copy, including an electronic copy of **sign plan** prepared by a Professional Engineer, (with preparer's seal affixed) drawn to scale of the subject property,



including proposed sign location, sign design, sign specifications, sign details, building locations, proposed use of the property, zoning district, parking areas, access points, creeks, streams, floodplain, etc... and any buffers that may be required. The applicant may also furnish additional material which may aid in the understanding of the request.

- ☐ A vicinity map showing sign location, property lines, public right-of-way, thoroughfares, and such other items as may be required.
- ☐ **Notarized** Authorization of Titleholder for each titleholder.
- ☐ **Notarized** Campaign Contribution forms and Property/Financial Disclosure Report for each applicant, property owner, and sign owner (see attached).
- ☐ The filing fee is an amount set by the City of Dallas Mayor and Council and shall be paid at the time of filing. **This fee is non-refundable** (See attached).
- ☐ Such other additional information as may be requested by the Community Development Department, Planning Commission, and/or Mayor & Council.

****This document is valid only with an original, handwritten 'wet ink' signature. Electronic, faxed, or copied signatures will not be accepted****

REMAINDER OF PAGE LEFT BLANK



SIGN PERMIT FEE

A **sign permit fee**, which is non-refundable, shall be paid for each sign permit being requested. It is the Applicant's responsibility to provide a complete and compliant sign permit application to the Community Development Department.

Applicants should only attached documentation requested within the application packet. Failure to provide will prohibit consideration of the application. It is the responsibility of the applicant to ensure the application is complete, per the requirements of the City of Dallas code of ordinances.

FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN THE APPLICATION BEING DENIED AND/OR WITHDRAWN AND WILL REQUIRE SUBMISSION OF A NEW APPLICATION AND PAYMENT OF FEES.

SIGN PERMIT FEES:

Sign Permit:	\$40.00 per side	Banner Permit (90 Day):	\$30.00
Banner Permit (180 Day)	\$60.00	Banner Inspection Fee:	\$10.00
Banner Removal Fee:	\$100.00+Expense	Promotional Flag Permit:	\$60.00
Flag Removal Fee:	\$100.00+Expense		

Is payment included? ☐ No ☐ Yes

I HAVE READ AND UNDERSTAND EACH OF THE REQUIREMENTS AND NOTES.

Signature of Applicant: _____

Date: _____

Signed, sealed and delivered in the presence of: _____

My Commission Expires _____.

Notary Public Signature: _____ (SEAL)

****MAKE CHECKS PAYABLE TO CITY OF DALLAS****



AUTHORIZATION OF TITLEHOLDER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of sign permit approval.

I hereby authorize the City of Dallas – Community Development Department to inspect the premises which are subject of the application.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Name of Titleholder _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Titleholder

Signed, sealed and delivered in the presence of:

Notary Public Signature

My Commission Expires: _____

Seal:

***A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED
TO BE COMPLETED BY EACH TITLEHOLDER***



**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS
BY APPLICANT, TITLEHOLDER, AND SIGN OWNER**

Applicant Name¹: _____

Reference: Application filed on _____, 20 _____

to obtain a sign permit for property described as follows: _____

All Individuals and business entities² have a property interest³ in said properties are as follows:

Has the applicant made, within two years immediately preceding the filing of this application for special exception, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member or members of the City Council, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this application? ☐ No ☐ Yes

If “Yes” to the above, [O.C.G.A. § 36-67A-3](#) requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made:

The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of \$250 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application:

Please attach additional sheet if necessary.

I certify that the foregoing information is true and correct, this ____ day of _____, 20 ____.

Applicant’s Signature

Applicant’s Name Printed

Signed, sealed and delivered in the presence of:

Notary Public Signature

My Commission Expires

A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT, TITLEHOLDER, AND SIGN OWNER

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

²Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

³Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.



**PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT,
TITLEHOLDER, AND SIGN OWNER**

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? ☐ No ☐ Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? ☐ No ☐ Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council, Planning Commission, or Zoning Board of Appeals have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? ☐ No ☐ Yes

If yes, describe the relationship and the nature and extent of such interest: _____

If the answer to any of the above is "Yes", as required by [O.C.G.A §36-67A-2](#), the member of the City Council, Planning Commission, or Zoning Board of Appeals must immediately disclose the nature and extent of such interest, in writing to the City Council, City of Dallas, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature¹

Applicant's Name Printed

Signed, sealed and delivered in the presence of:

Notary Public Signature

My Commission Expires: _____
(SEAL)

***A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE
COMPLETED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER ***

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

SIGN PERMIT APPROVAL STANDARDS

Sign Permit Approval: grants relief from the subject sign found in this sign permit application only. Approval of the sign permit request authorizes the applicant to carry forth, per the Community Development Director, Mayor & Council, Planning Commission, or Zoning Board of Appeals terms of approval. All sign permit approvals authorize only one (1) particular sign for the subject property. Approval shall automatically expire if, for any reason, the construction activities for the subject sign ceases for more than a period of six (6) months and/or final platting approval and/or issuance of a certificate of occupancy isn't issued by the city within twenty-four (24) of the sign permit approval date.

COMMUNITY DEVELOPMENT FEES: TRADE PERMITS

TRADE PERMITS (CONTINUED)	
ELECTRICAL PERMIT SCHEDULE	
Description	Fees
Electric Temp. Pole	\$50.00
Electrical Permits (Residential)	See Fee Schedule attached to Electrical Permit Application
Electrical Permits (Commercial)	See Fee Schedule attached to Electrical Permit Application
Electrical Permit (Accessory Bldg.)	See Fee Schedule attached to Electrical Permit Application
Temp to Permanent Utilities	\$50.00
Service disconnected over 1 year Electrical Inspections	\$50.00
Low Voltage System	Included w/Electrical Permit
Security Systems	Included w/Electrical Permit
Minimum Electrical Permit \$50.00	
PLUMBING PERMIT SCHEDULE	
Description	Fees
Plumbing Permits (Residential)	\$2.50 to \$5/each fixture (\$50 minimum)
Plumbing Permits (Commercial)	\$2.50 to \$5/each fixture (\$50 minimum)
Plumbing Permit (Accessory Bldg.)	\$2.50 to \$5/each fixture (\$50 minimum)
Plumbing Repairs and/or Additions	\$2.50 to \$5/each fixture (\$50 minimum)
Water Heater	\$5.00 (\$50.00 minimum permit fee)
Grease Trap	\$5.00 (\$50.00 minimum permit fee)
Minimum Plumbing Permit \$50.00	
SIGN PERMITS	
Description	Fees
Sign Permit	\$40.00 per side
Banner Permit (90 Day)	\$30.00
Banner Permit (180 Day)	\$60.00
Banner Inspection Fee	\$10.00
Banner Removal Fee	\$100.00 + Expenses
Promotional Flag Permit	\$60.00
Flag Removal Fee	\$100.00 + Expenses
MISCELLANEOUS PERMITS	
Description	Fees
Swimming Pool Permit	\$150.00
F.O.G Application and Permit	\$400.00
F.O.G Annual Renewal	\$400.00
Heated Area (Conditioned Floor Space)	Building permit fee from valuation table above