



City of Euharlee Sign Registration Form

Department of Planning & Zoning
30 Burges Mill Road
Euharlee, GA 30145

(ZONING OFFICE USE)

Date Submitted: _____

Property Zoned: _____

Upon receipt of a properly completed registration, the City of Euharlee ("City") shall examine and process the registration within ten (10) working days. The City reserves the right to take legal action to remove signs erected in violation of this ordinance.

\$25.00 Registration Fee required for all sign requests

Cash or Checks accepted. Checks must be made payable to the CITY OF EUHARLEE.

All applicants are to complete the following:

Name of subject property owner: _____

Name of applicant if different from property owner: _____

Owner Address: _____

Contact information: Work/Cell: _____ Fax: _____ Email: _____

Subject Property Description

Tax Parcel #: _____ Area of Property: _____ acres/sq. ft

Address and/or Road Name: _____

Description of existing signs: _____

Zone Classification of property: _____

Size of Commercial Building on property, if applicable: _____ sq. ft.

The following information must be included with permit registration:

____ Site plan showing the location of the sign on the lot, indicating setbacks and distances to property line and rights-of-way;

____ Elevation drawing showing the height and dimensions of sign face and height of sign structure;

____ Square foot area per sign face and the aggregate square foot area if there are more than one sign face.

Building/Electrical Permits

Contact the Building Official at 770-386-1542 with questions regarding building requirements below:

____ Signs using electrical wiring and connections (i.e. illuminate signs), require an electrical permit.

Register one sign per page. Please make additional copies of this page for more than one sign request*

Existing Sign Description

Total **NUMBER** of all **existing** signs: _____

Total **AREA** of all **existing** sign faces: _____

Description of existing signs: _____

Proposed Sign Description

Check Type of Proposed Sign:

Ground Sign ☐

Window Sign ☐

Wall Sign ☐

Additional Ground Sign ☐

Total **AREA** of **proposed** sign face: _____

Is **proposed** sign Double sided: Yes _____ No _____

Proposed Sign Length: _____ sq. ft and Width _____ sq. ft.

Total square feet of **proposed** single sign face: _____

Height of **proposed** sign _____

Is the sign an **illuminated** sign? _____ (Internally illuminated **NOT** permitted)

I hereby swear that all the above information is true and correct to the best of my knowledge.

Applicant Name: _____

(please print)

Applicant Signature: _____

(ZONING OFFICE USE)

Registration Fee: \$25.00

Registration Fee Accepted by: _____

Sign request: Approved ☐ Denied ☐ Zoning Department: _____