

**SIGN PERMIT APPLICATION**  
**CITY OF WALESKA, 8891 FINCHER RD, WALESKA, GA 30183**  
**770-479-2912**

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Applicant Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Telephone #**

If for Business, Give **Business Name:** \_\_\_\_\_

Property Location: \_\_\_\_\_

Width of Building: \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_

(Width of Building is based on Shortest road frontage = front of building)

**TYPES OF SIGNS:** (Check all that apply)

\_\_\_\_\_ **Accessory** - Relating to uses of the premises on which sign is located

\_\_\_\_\_ **Off Premise**

\_\_\_\_\_ **Detached** – Not attached to or painted on structure-affixed to ground-free standing.

\_\_\_\_\_ **Flat** – Attached to or erected or painted on the outside wall of a building not extending more  
Than 18 inches from wall

\_\_\_\_\_ **Marquee** - Attached to or hung from marquee

\_\_\_\_\_ **Projecting** – Provide details

\_\_\_\_\_ **Illuminated** - Signs using electrical wiring and connections, which require an electrical permit

Applications must be accompanied by **Three (3)** sets of drawings, which include the following:

1. Site plans with exact location of sign(s) and indicate any existing sign(s).
2. Exact dimensions of sign area and height above grade of free standing or monument sign(s)
3. Mounting details of wall mount sign(s)
4. Electrical connections with details of all illuminated sign(s)

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Print Name Here** \_\_\_\_\_

**Upon signature of this document, applicant certifies that all the information provided is correct and is aware that any misleading/incorrect information may result in the sign permit being revoked and/or the removal of the sign.**

\_\_\_\_\_  
**OFFICE USE ONLY:** Sign Permit # \_\_\_\_\_

Date Issued \_\_\_\_\_

Approved By: \_\_\_\_\_

Amount Paid \_\_\_\_\_

Issued By \_\_\_\_\_

**PLEASE COMPLETE THE INFORMATION ON THE BACK**

**SIGN PERMIT APPLICATION – PAGE TWO**  
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**770-479-2912**

Please provide the information as requested below. Each sign must be listed. This information will be used in future applications to verify if additional signage is allowed.

**FREE STANDING AND/OR MONUMENT SIGNS.**

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. = \_\_\_\_\_ SQ. FT.

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. = \_\_\_\_\_ SQ. FT.

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. = \_\_\_\_\_ SQ. FT.

**WALL MOUNT SIGNS**

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(This space is provided for a **Location & Description** of the sign (Letters, Logo, Sticker, Etc.)

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. X \_\_\_\_\_ # of Each = \_\_\_\_\_ SQ. FT.

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(This space is provided for a **Location & Description** of the sign (Letters, Logo, Sticker, Etc.)

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. X \_\_\_\_\_ # of Each = \_\_\_\_\_ SQ. FT.

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(This space is provided for a **Location & Description** of the sign (Letters, Logo, Sticker, Etc.)

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. X \_\_\_\_\_ # of Each = \_\_\_\_\_ SQ. FT.

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(This space is provided for a **Location & Description** of the sign (Letters, Logo, Sticker, Etc.)

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. X \_\_\_\_\_ # of Each = \_\_\_\_\_ SQ. FT.

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(This space is provided for a **Location & Description** of the sign (Letters, Logo, Sticker, Etc.)

\_\_\_\_\_ Ft. X \_\_\_\_\_ Ft. X \_\_\_\_\_ # of Each = \_\_\_\_\_ SQ. FT.

**TOTAL SQUARE FOOTAGE ALLOWED** \_\_\_\_\_



located in the \_\_\_\_\_ Zone(s).

**SECTION 3. INFORMATION ABOUT REQUESTED RELIEF**

- a) Proposal: With respect to said property, Applicant desires a variance or relief from the requirements of the Zoning Ordinance to permit the use of the property in the following manner (include all physical improvements such as structures, additions, landscaping, etc.):

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- b) Relief Requested: The proposed use, building(s) or subdivision is/are contrary to (list the specific articles, sections and criteria, i.e. front yard setback, of the Zoning Ordinance from which a variance is sought, the requirement as set forth in the Zoning Ordinance and the proposed requirement):

Art/Sec _____	Criteria _____	Required _____	Proposed _____
Art/Sec _____	Criteria _____	Required _____	Proposed _____
Art/Sec _____	Criteria _____	Required _____	Proposed _____
Art/Sec _____	Criteria _____	Required _____	Proposed _____

- c) Reasons for Relief: The specific facts, which show that the relief sought can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and the Zoning Ordinance.

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- d) Previous Requests: Relief from the provisions of the zoning ordinance in connection with this property has been previously requested \_\_\_\_\_ (yes or no). If yes, attach a copy of the Board decision.

**SECTION 4. NATURE OF APPLICATION** (Check all appropriate items.)

- Interpretation of zoning ordinance or map
- Appeal of action of Zoning Officer (attach copy of certificate)
- C Variance
- D Variance
- Subdivision
- Subdivision application to follow
- Site Plan
- Site Plan application to follow
- Conditional Use
- Waiver of lot to abut street requirement
- Exception to the Official Zoning Map

**SECTION 5. PROPERTY DETAILS**

The property is more particularly described as follows:

a) Area of Plot: \_\_\_\_\_ square feet. Area covered by existing structures that will remain: \_\_\_\_\_ square feet. Area of proposed structures: \_\_\_\_\_ square feet. Total area of plot to be occupied by structures: \_\_\_\_\_ square feet. Percentage of plot to be occupied by structures: \_\_\_\_\_.

b) Total floor area: \_\_\_\_\_ square feet.  
Floor area ratio (total floor area divided by area of plot): \_\_\_\_\_.

c) Setbacks:	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Front	_____	_____	_____
One side	_____	_____	_____
Other side	_____	_____	_____
Both sides	_____	_____	_____
Rear	_____	_____	_____

(If corner lot, circle setbacks from side street.)

d) Height of existing structure to top of roof \_\_\_\_\_ feet.  
Height of proposed structure \_\_\_\_\_ feet.  
Height of \_\_\_\_\_ (state cupola, chimney, etc.) \_\_\_\_\_ feet.

e) Average setback from street(s) of buildings within 200 feet (required if setback variance is requested) \_\_\_\_\_.

f) Other pertinent characteristics of property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

