

Section 1240(2) – Application for Permits. Revised 07/17/14

Applications for sign permits required by the City of Monroe Zoning Ordinance shall be filed by the sign owner or the owner's agent with the City Code Enforcement Office.

All sign permit applications shall be processed for approval or denial within 45 days of receipt.

The application shall describe and set forth the following:

- (a) Name, address and telephone number of the property owner and applicant;
- (b) Address of building, structure, or lot to which or upon which the sign is to be attached or erected;
- (c) Position of the sign in relation to nearby buildings or structures and other signs. Setbacks from right-of-ways, property lines and easements;
- (d) One accurate scale drawing of the sign plans, specifications, and method of construction and attachment to the building or ground for the sign as well as scale drawing of the site showing driveways, structures, existing and proposed signs and any other limiting site features;
- (e) Name of person, firm, corporation, or association erecting the sign;
- (f) Name of business or activity at the address where the sign is to be erected if any;
- (g) Complete calculations establishing the area of sign;
- (h) Such other information as the Code Enforcement Officer shall require to show full compliance with this and all other ordinances of the city;
- (i) Written consent of the owner of the building or lot upon which the sign is to be erected; and
- (j) A written description of all signs located on the lot indicating the sign type, size and placement.

Thank You,
City of Monroe
Code Department

**CITY OF MONROE CODE OFFICE
SIGN PERMIT APPLICATION**

215 North Broad Street/P.O. Box 725

Monroe, Georgia 30655

PHONE: (770) 207-4674 email: dadkinson@monroega.gov

OFFICE HOURS: 8:00 a.m. – 5:00 p.m. PERMIT HOURS TIL 4:00PM

Property Address: _____

Owner Name: _____

Owner Address: _____ Telephone # _____

Business Name: _____

Contractors Name: _____

Complete Current Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____ Fax# _____

Attach Business License _____

Permit type: (Commercial _____ or Residential _____)

Sq. Ft. _____ Dimensions _____ Height _____

Monument/Ground ___ Billboard ___ Projected ___ Wall ___ Awning ___ Banner ___ Other _____

Lighted ___ Electronic _____ Aggregate area _____ Building Width _____

Site Plan must be included _____ Distance of Sign from other signs _____

Total acreage of parcel _____ Consent of Owner _____

VALUE OF THE SIGN _____

Signature of Applicant

Print Name

Date

Revised 08/07/15