



# **QUESTIONNAIRE**

## **TO DETERMINE NEED**

## **FOR SIGN PERMIT APPLICATION**

**(For Wall and Ground Signs)**

**Please complete the attached questionnaire and attach photographs of all existing signs on the subject property or tenant space used in conjunction with the current business.**

**Upon review of the completed questionnaire and submitted photographs, a determination will be made that: a) a permit is required; or b) a permit is not required. Please understand that additional information may be required for further analysis of your situation.**

**No official reviewing this questionnaire, sign permit application, or building or electrical permit application concerning an existing or proposed sign shall consider the content of any message on such sign.**

**City of Snellville**

**2342 Oak Road**

**Department of Planning & Development**

**2<sup>nd</sup> Floor**

**Snellville, GA 30078**

**770.985.3515**

- ▶ You are the:  Business Owner  Sign Contractor  Property Owner  Agent for \_\_\_\_\_
- ▶ Proposed Work:  Copy/Text Replacement (only)  Modification to existing sign  Sign relocation  Other: \_\_\_\_\_
- ▶ Reason for signage replacement:  Change in Text/Logo  Damage Repair  New Tenant/Business
- ▶ Business Name on existing sign: \_\_\_\_\_
- ▶ Business Name on proposed new sign: \_\_\_\_\_
- ▶ Business Physical Address: \_\_\_\_\_
- ▶ Is sign visible from the public thoroughfare or traveling public?  No  Yes
- ▶ Is sign within a business, office, mall, or totally enclosed area?  No  Yes
- ▶ Is sign a temporary sign not to exceed 32 sq. ft. per property?  No  Yes
- ▶ REQUIRED: Please attach a picture (photograph) of any existing signs.

**FOR WALL SIGN REPLACEMENT**

- ▶ Existing Sign Construction:  Cabinet (only)  Channel Letters (only)  Channel Letters with Cabinet/Logo Box
- ▶ Will you be removing any signage from the existing wall including (cabinet, raceway, channel letters, etc.) in conjunction with the installation of any replacement signage?  No  Yes If yes, explain: \_\_\_\_\_
- ▶ Total Sign Area (existing sign): \_\_\_\_\_ sq. ft. Total Sign Area (proposed sign): \_\_\_\_\_ sq. ft.
- ▶ Are there any existing monument or ground or pylon sign(s) on the subject property?  No  Yes If yes, what will happen with these sign(s)? \_\_\_\_\_

**FOR GROUND / MONUMENT / PYLON SIGN REPLACEMENT**

- ▶ Existing Sign Construction:  Monument Base with Sign Cabinet  Post Sign  Pylon Sign
- ▶ Will you be removing any signage from the existing sign including (base, cabinet, pylon, etc.) in conjunction with the installation of any replacement signage?  No  Yes If yes, explain: \_\_\_\_\_
- ▶ Total Sign Area (existing sign): \_\_\_\_\_ sq. ft. Total Sign Area (proposed sign): \_\_\_\_\_ sq. ft.
- ▶ Are there any existing wall sign(s) on the subject property?  No  Yes If yes, what will happen with these sign(s)? \_\_\_\_\_

\_\_\_\_\_  
 Print Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date

\*\*\*\*\* To Be Completed by Planning & Development Staff \*\*\*\*\*

Checklist Receive Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ RPIN #: \_\_\_\_\_

Non-Conforming Signs Present?  No  Yes \_\_\_\_\_

Proposed Sign Replacement:  PERMIT NOT REQUIRED  PERMIT REQUIRED  
 (Please submit appropriate permit application)  
 ADDITIONAL INFORMATION REQUIRED \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_