



MENU BOARD & PRE-MENU BOARD **SIGN PERMIT** **APPLICATION PACKAGE**

- **“How to Obtain a Menu Board & Pre-Menu Board Sign Permit”**
- **Menu Board & Pre-Menu Board Sign Permit Application Form**
- **Existing Signage Removal Affidavit**
- **Menu Board and Pre-Menu Board Sign Permit General Information**
- **Building Permit Application (if required)**

HOW TO OBTAIN A MENU BOARD & PRE-MENU BOARD SIGN PERMIT

*** KEEP FOR YOUR RECORDS ***

- Step 1. Verify Business Location is in the Snellville Municipal City Limits.** Verify the physical business location is in the municipal city limits of Snellville. Four different Postal Zip Codes (30017, 30039, 30052, and 30078) serve the greater Snellville and South Gwinnett area; however, they may not necessarily be located within the City limits. To verify that your business location is within the municipal city limits of Snellville, please review the City of Snellville Street Listing on the City's website (www.snellville.org) or call the Department of Planning & Development 770.985.3514 to have your location confirmed. If the location is not within the Snellville City limits, you will most likely need to contact Gwinnett County Planning & Development 678. 518.6000.
- Step 2. Verify Zoning of Property.** Verify that the physical business location is properly zoned to allow the proposed use of the property. If the zoning for the business location does not permit the proposed use of the property, a Rezoning Amendment, Land Use Plan Amendment, or Conditional Use Permit would need to be applied for (by the property owner) and approved through a Public Hearing before the Mayor and Council. Please call the Department of Planning & Development 770.985.3514 to check the current Zoning District classification for the business location. You should review the Zoning Districts and permitted uses on the City's website (www.snellville.org) to determine which Zoning District(s) would permit the use of the proposed business.
- Step 3. Review Sign Ordinance.** Review the Snellville Sign regulations, Sec. 207-6 of Article 7 of Chapter 200 of the UDO (www.snellville.org) to ensure compliance with the City's Ordinance.
- Step 4. Obtain a Menu Board & Pre-Menu Board Sign Permit Application Form and information package.** These may be obtained by visiting the Department of Planning & Development, City of Snellville, City Hall, 2342 Oak Road, 2nd Floor, or by calling 770.985.3514, or printed from the City's website (www.snellville.org).
- Step 5. Review the General Information Guidance Document (Page 7).** For general information and list of required sign, construction, and electrical details.
- Step 6. Complete the Menu Board & Pre-Menu Board Sign Permit Application Form,** attach the required:
- Menu Board & Pre-Menu Board Sign Details** (see General Information below);
 - Illumination/Lighting Details** (see General Information below);
 - Menu Board & Pre-Menu Board Sign Site Location Plan** (with the sign location indicated and all road frontage(s), setbacks from R/W, and setbacks from top of curb or edge of pavement);
 - Photographs of all Existing Signage** (for the business, or property if a standalone business);
 - Building Permit Application** (if applicable); and
 - \$25 Review Fee.**
- Step 7. Submit the Complete Application "Package".** Typical office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays. The review and issuance of sign permits is a "**Drop-Off Process**" for the initial review. If a Building Permit is also required for the sign, structural and electrical drawings must be submitted, reviewed and approved by the Building Plan Review Unit prior to the issuance of the Building Permit. You may also submit your completed application and review fee remittance by U.S. Mail or Overnight Delivery. **We do not accept faxed or emailed applications.**
- Step 8. Application Review and Site Inspection.** Applicants will be notified within **15 business days** following application submittal of permit approval or denial. Applications determined to be incomplete or that contain information that is determined to not be in conformance with Sec. 207-6 (Signs) of Article 7 of Chapter 200 of the UDO. Signs will be denied and will require a new and complete application re-submittal and \$25 review fee. For any application denied, a written denial letter will be mailed, providing the reason(s) for denial.
- Step 9. Permit Pickup.** When contacted by Planning Department staff that the permit is ready for issuance, a return visit to Planning & Development Department is necessary. Remit the appropriate permit fees (cash, check, Visa, and MasterCard accepted).
- Step 10. Sign Order and Installation.** Upon receipt of a signed and approved Menu Board & Pre-Menu Board Sign Permit Application/Sign Location Plan (and Building Permit, if required), sign order may be placed with sign contractor and installation of sign is authorized. Signs installed without a valid signed and approved permit will require immediate removal by the property owner or business owner and be subject to three times the permit fees upon permitting

Inspections & Certificate of Completion. If a Building Permit is required, electrical underground (if required), footing, electrical final and sign final inspections must be scheduled, successfully passed and a Certificate of Completion issued prior to use of the sign. Electrical contractors must submit their Subcontractor Affidavit form to Planning & Development at least 2-days prior to requesting electrical inspections. Inspections are requested by calling 770.985.3513.

**MENU BOARD & PRE-MENU BOARD
SIGN PERMIT APPLICATION FORM**

Please complete this application and submit with all necessary attachments as stated in the "Menu Board & Pre-Menu Board Sign Permit General Information." Please type or print legibly using blue or black ink. Incomplete or illegible applications may be grounds for permit DENIAL.

| Sign Permit Applicant Information | Sign Contractor Information |
|---------------------------------------|---|
| Applicant Name: _____ | Business License No.: _____ Exp.: _____ |
| Business Name: _____ | Sign Company Name: _____ |
| Address: _____ _____ | Address: _____ _____ |
| City: _____ | City: _____ |
| State: _____ Zip Code: _____ | State: _____ Zip Code: _____ |
| Phone: (_____) _____ | Phone: (_____) _____ |
| Fax: (_____) _____ | Fax: (_____) _____ |
| Contact Person Name: _____ | Contact Person Name: _____ |
| Contact Person Phone: (_____) _____ | Contact Person Phone: (_____) _____ |
| Email Address: _____ | Email Address: _____ |

| Property Owner Information |
|---|
| Property Owner Name: _____ |
| Address: _____ |
| City: _____ State: _____ Zip Code: _____ |
| Phone: (_____) _____ Email Address: _____ |

| Site & Business Information |
|--|
| Site Address of Proposed Signage: _____ Zoning District: _____ |
| Business Name for Signage: _____ Number of Drive-Thru Lanes: _____ |

Menu Board & Pre-Menu Board Sign Details

Cost of Sign(s) Construction and Installation including foundation, frame and sign cabinet: \$ _____

Sign Type: Fixed Menu/Pre-Menu Board Graphics
 Electronic Message Board (must also submit an EMB Sign Permit Application)

Will sign(s) be Illuminated? NO Illumination Internal Illumination Exterior Illumination (provide details below)

No. of Light Fixtures (per side): _____ Wattage per Fixture: _____ Fixture Mounted: Ground Overhead

| Sign Description & Location | Menu Board | Pre-Menu Board | Sign Area (Overall Width by Overall Height) (sq. ft.) * | Overall Sign Height Incl. Base (inches) ** | Overall Sign Width (inches) | Sign Cabinet Width (inches) | Setback From Drive Aisle (inches) |
|-----------------------------|--------------------------|--------------------------|---|--|-----------------------------|-----------------------------|-----------------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |

* TOTAL SIGN AREA CANNOT EXCEED 40 SF (Menu Board) and 20 SF (Pre-Menu Board).
 ** OVERALL SIGN HEIGHT CANNOT EXCEED 6-FEET (72-INCHES).

Existing & Non-Conforming Sign Information

NO BUSINESS SHALL BE ALLOWED AN ADDITIONAL CONFORMING SIGN UNTIL IT HAS REMOVED ANY EXISTING NONCONFORMING SIGN.

- Are there any EXISTING Monument, Ground, or Wall Signs located on the property or building? No Yes
If yes, what will happen with the existing signs? _____
If yes, are any of these signs NON-CONFORMING (as defined in the Sign Ordinance)? No Yes
If yes, what will happen with these non-conforming signs? _____
- If EXISTING Monument, Ground, or Wall Signs will be removed, check here and complete the attached "Existing Signage Removal Affidavit."

Additional Sign Permit Requirements

- Menu Board & Pre-Menu Board Signs that REQUIRE both a Sign Location Permit AND Building Permit include (please check each):
 - Individual Signs that Exceed 32 Square Feet in Area? No Yes
 - Individual Signs that Exceed Six (6) Feet in Height Above Grade? No Yes
 - Signs that are Internally or Externally Illuminated? No Yes

Sign Ordinance Definitions & Information

SIGN, MENU BOARD: A free-standing sign oriented to the drive-thru lane for a restaurant that advertises the menu items available from the drive-thru window, and which has not more than twenty-percent of the total area for such a sign utilized for business identification.

SIGN, PRE-MENU BOARD: A free-standing sign that is secondary to and located before a Menu Board Sign and oriented to the drive-thru lane for a restaurant that advertises the menu items available from the drive-thru window.

SIGN AREA: The entire area within a continuous perimeter, enclosing the extreme limits of sign display, not including the support structure.

Menu Board Sign shall be a freestanding sign with the design, materials, and finish to match those of the primary building. One Menu Board Sign is permitted per drive-thru ordering station. The maximum sign area shall not exceed 40 SF. The maximum height shall not exceed 6-feet (OAH). Menu Board Signs may be internally illuminated and an element of an Electronic Message Board sign, subject to the requirements of UDO Sec. 207-6.8.

Pre-Menu Board Sign shall be a freestanding sign with the design, materials, and finish of the Menu Board Sign. One Pre-Menu Board Sign is permitted per Menu Board Sign and located at the entrance to the drive-thru lane and within twenty-feet of the Menu Board. The maximum sign area shall not exceed 20 SF. The maximum height shall not exceed 6 feet (OAH). Menu Board Signs may be an element of an Electronic Message Board sign, subject to the requirements of UDO Sec. 207-6.8.

Electronic Message Board Sign

- Electronic messaging may be an element of a Menu Board or Pre-Menu Board sign but shall not exceed one-hundred percent (100 %) of the total allowable sign area.
 - Electronic messaging signs are permitted in the following commercial zoning districts: CI, OP, BN, BG, HSB, and TC-MU. Within residentially zoned areas with an approved Conditional/Special Use Permit, electronic messaging signs may be used by elementary and secondary public and private schools; churches and other non-profit and governmental buildings.
 - Electronic message boards shall meet the size and placement requirements of the Sign Ordinance with the exception that electronic message boards shall not be allowed as off premises advertising devices.
- CHECK HERE if this application includes electronic messaging in the sign design and submit a completed Electronic Message Board Sign Permit Application.

Property Owner / Business Owner / Owner's Agent Signature

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the owner or duly authorized agent of the owner for the placement, installation and/or maintenance of sign(s) hereunder. I further certify that all necessary building and/or electrical permits required for the installation of sign(s) will be obtained prior to installation. I understand that the Menu Board & Pre-Menu Board Sign Permit Application dated and signed by the Director of Planning and Development shall serve as the official Sign Permit.

| | | |
|-----------------------|---------------------------|--|
| _____ Signature | _____ Date | <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Owner's Agent |
| _____ Printed Name | _____ Title / Position | |

****** TO BE COMPLETED BY THE PLANNING & DEVELOPMENT STAFF ******

Application Receive Date: _____ Zoning District: _____ RPIN #: _____

Allowable Signage per Sign Ordinance (square feet): _____ Per Variance Case No. _____

Non-Conforming Signs Present? No Yes (provide details): _____

Application Reviewed By: _____ Date: _____
 Planning & Development Review Staff

Sign Permit is hereby: **APPROVED** **DENIED** Comment Reason for Denial: _____

By: _____
 Director, Department of Planning & Development Date of Action

FEES COLLECTED

| | | <u>RCVD BY:</u> | <u>DATE PAID:</u> | |
|-------------------------------------|-----------------|-----------------|-------------------|--------------------------|
| Sign Permit Application Review Fee: | \$ <u>25.00</u> | _____ | _____ | (Collected at submittal) |
| Sign Permit Fee: | \$ _____ | _____ | _____ | |
| Building Permit Fee: | \$ _____ | _____ | _____ | |
| TOTAL FEES COLLECTED: | \$ _____ | | | |

SIGNAGE REMOVAL AFFIDAVIT

This affidavit must be completed if existing signage must be removed in order to authorize any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Department of Planning & Development.

Project Name: _____ Unit/Phase: _____

***** ACKNOWLEDGEMENT *****

*The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage **MUST** be removed **PRIOR** to completion of new signage as authorized by the issuance of the Sign Location Permit.*

Property Owner

Property Owner's Signature Name: _____

Property Owner's Printed Name: _____ Date: _____

Business Owner

Business Owner's Signature Name: _____

Business Owner's Printed Name: _____ Date: _____

Sign Contractor

Sign Contractor's Signature Name: _____

Sign Contractor's Printed Name: _____ Date: _____

MENU BOARD & PRE-MENU BOARD SIGN PERMIT
GENERAL INFORMATION GUIDANCE DOCUMENT

*** KEEP FOR YOUR RECORDS ***

This document's purpose is to provide general guidance in obtaining a Menu Board & Pre-Menu Board Sign Permit. The Department of Planning & Development is responsible for the review and issuance of all Sign Permits. Sign Permit processing is a "drop-off" process for the initial review. The following information is necessary to process each Monument/Ground Sign Permit application:

- **Application Form.** Complete a Menu Board & Pre-Menu Board Sign Permit application form. The property owner or owner's authorized agent must sign the application form or a separate letter must be provided from the property owner or agent authorizing the sign installation. Submit the completed application form to the Department of Planning and Development for review. **Incomplete applications CANNOT be accepted for processing.**
- **Sign Location Permit Review Fee.** The \$25 review fee (non-refundable) must accompany the application form (upon initial application submittal and again upon any subsequent re-submittals).
- **Other Sign Permits.** The following signage type requires submittal of a separate sign permit application:

| | | |
|---|--|---|
| <ul style="list-style-type: none">○ Wall Sign○ Canopy Sign○ Interior Project Directional Sign | <ul style="list-style-type: none">○ Window & Door Sign○ Menu Board Sign○ Electronic Message Board Sign | <ul style="list-style-type: none">○ Awning Sign○ Pre-Menu Board Sign○ Entrance Sign |
|---|--|---|

- **Sign Location Plan or Photo Survey.** Must accompany the application and include the following information:
 - The sign location plan shall be drawn to scale, showing the existing drive-thru lanes and proposed menu Board & Pre-Menu Board sign locations, including the sign setback from the drive aisle;
 - In lieu of the Sign Location Plan, you may submit a photo showing the existing conditions (before changes) and a separate superimposed photo showing the proposed location of the Menu Board & Pre-Menu Board signs, including the sign setback from the drive aisle; and
 - Provide three (3) copies of the Sign Location Plan or Photo Survey.
- **Menu Board & Pre-Menu Board Sign Details.** A drawing of the sign must accompany the application and must indicate the following information:
 - The dimensions of all signs and sign structures;
 - The total area of the sign in square feet;
 - Total sign height above ground level;
 - Provide three (3) copies of the sign detail plans; and
 - If a Building Permit is required, in addition to a Sign Permit, approval by the Building Plan Review Section is required prior to issuance of a Sign Permit.
- **Illumination/Lighting Details.** Details showing compliance with the illumination and lighting requirements must accompany the application and must demonstrate the following information:
 - Internally illuminated signs shall not exceed twenty (20) foot candles of light at a distance of ten (10) feet from the structure;
 - Externally illuminated signs shall be lighted so that lights are positioned in such a manner that light does not produce glare nor does it shine into the eyes of motorists or pedestrians so as to create a hazardous or dangerous condition;
 - Externally illuminated signs shall have lights with directional cut-offs which do not allow the light source to be seen by passersby;
 - All fixtures shall be ground mounted. No more than two (2) fixtures per side. No more than 2% of light may go above horizontal;

- **Building Permit (if required)**. Submit three (3) complete sets of drawings which clearly indicate the structural and electrical construction requirements for each proposed sign and at a minimum contain the following information:
 - Drawings for each illuminated sign shall clearly indicate the electrical requirements including the size and location of the electrical disconnect, the type and size of wire, the conduit size and estimated load. Drawings shall also specify the name of a nationally recognized organization as applicable to the illuminated sign to be installed;
 - Electrical installations shall meet the requirements of the NEC National Electrical Code and must be performed by a Georgia Licensed electrician;
 - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection;
 - Drawings for each sign structure shall clearly specify the required materials, sizes, and locations for all structural components. Complete details shall be provided that clearly indicates the required connections between all structural components including anchorage to the foundation. Details shall also indicate required attachments of sign cabinets to the supporting structure; and
 - Sign foundation requirements shall be clearly indicated on the drawings including, but not limited to, footing size and reinforcement, 28-day compressive strength of concrete, anchor bolt size and embedment depth.

- **Inspection Requirements**. Drawings for sign structures that have been stamped/approved by the Building Official shall be kept readily accessible at the job site at all times during construction; and
 - The building permit card shall be posted in the immediate vicinity of the proposed ground sign location;
 - The Georgia Licensed electrician (electrical subcontractor) must submit a completed Subcontractor Affidavit; provide a copy of their Business License; and provide a copy of their State of Georgia State Construction Industry Licensing Board Electrical Contractor License copy, to the Planning & Development Department prior to requesting an electrical inspection;
 - Each sign, for which a building permit has been issued, requires inspection by the building inspector during each of the following stages of construction:
 - A foundation inspection is performed after excavation and prior to concrete placement with steel reinforcement, anchor bolts, and structural posts in place;
 - An electrical inspection is performed only after the foundation has been inspected and approved by the City inspector; and
 - A final inspection is performed after completion of all construction and upon successful completion, a Certificate of Completion will be available for pickup the following business day.

- **Appeal/Administrative Review**. Any person aggrieved or affected by the decision of the Director of Planning and Development relating to the application of the Zoning Ordinance, may appeal to the Zoning Board of Appeals for relief or reconsideration within thirty (30) days from the date of the adverse determination by the Director of Planning and Development and/or Code Enforcement Officer.

- **Expiration Date**. A Sign Location Permit expires if construction of the sign has not been completed within six (6) months from the date of permit issuance.

APPLICATION FOR BUILDING PERMIT

CITY OF SNELLVILLE
GEORGIA

FOR CITY USE ONLY

Date Rcvd: _____

ECC: _____

Permit No. _____

DESCRIPTION OF WORK (check all that apply): _____

- MONUMENT SIGN WALL SIGN AWNING SIGN CANOPY SIGN
 FREE STANDING GROUND SIGN ELECTRONIC MESSAGE BOARD SIGN

- RESIDENTIAL COMMERCIAL

BUILDING PERMIT REQUIRED FOR (check all that apply):

- Signs that exceed 32 sq. ft. in area Signs that are internally or externally illuminated
 Signs on walls having a sign height exceeding 4-feet Ground signs that exceed 6-feet in height above grade

Description of Proposed Construction _____

Project Name or Business Location Name _____

Job Address _____ Lot _____ Block _____

Project/Subdivision _____ Tax Parcel # _____ - _____ Zoning _____

Property Owner: _____ Phone: _____

Address: _____ City / State / Zip: _____

Business Owner: _____ Phone: _____

Address: _____ City / State / Zip: _____

Sign Contractor: _____ Phone: _____

Address: _____ City / State / Zip: _____

Business License # _____ Issuing Authority: _____ Expires: _____

**** SIGN CONTRACTORS, PLEASE ATTACH A COPY OF BUSINESS LICENSE OR OCCUPATION TAX CERTIFICATE ****

As the property owner or authorized agent, I hereby apply for a permit to erect/alter and use the sign structure as described herein and/or shown on accompanying plans and specifications. If a site location plan is required, said structure will be located as shown on the site location plan. If the permit is granted, I shall construct and install same according to the sign location plan, structural and electrical drawings, national, state, and local building codes, and zoning ordinance of the City of Snellville. Further, I shall be responsible for complying with all required set backs. Electrical installations shall meet the requirements of the NFPA National Electrical Code and must be performed by a Georgia Licensed electrician. Electrical subcontractor shall submit a completed Subcontractor Affidavit to the City of Snellville Planning Department prior to making any electrical connections. Sign Contractor must hold a valid Occupational Tax Certificate (AKA "business License") and provide a copy at time of Building Permit application. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Signature _____ Print Name _____ Date _____

2342 OAK ROAD, SNELLVILLE, GA 30078 (770) 985-3513 FAX (770) 985-3551

www.snellville.org