



MASTER SIGN PLAN APPLICATION

Email: planning@cityofnewnan.org

Tel.: 678-673-5485 Fax.: 770-254-2361

The purpose of a Master Sign Plan (Sec. 8-22) is to provide special consideration for a coordinated sign plan using an overall theme that integrates signs into the framework of the building, landscape, topography or other design features of the property.

Site Information	
Business Name:	Site Address:
Zoning District:	Tax Parcel Number:

Contact For This Project:	
Name:	Phone:
Mailing Address:	Email:
Please describe the sections of the sign regulations you are requesting deviations from:	

DECISION CRITERIA

Please explain how your Master Sign Plan complies with the following decision criteria. You may use additional sheets if necessary:

1. How does your proposal manifest exceptional visual harmony between the sign, buildings and other components of the site through the use of a consistent design theme, including but not limited to, color, materials, location, scale and/or type of sign proposed?

2. How does the proposal promote and complement the planned land use in the area of the site and enhance the aesthetics of the surrounding area?

3. How is the proposal compatible with the scale, character, design and lighting of the adjacent neighborhood or business district?

Signature of Applicant

FOR OFFICIAL USE ONLY

Received by: _____

Date of Filing: _____

Planning Commission Meeting Date: _____

Action Taken (Date): _____

CITY OF NEWNAN'S MASTER SIGN PROCESS

Master Sign Plans may be submitted by a property owner or their authorized representative for pre-approval of permits for permanent signs.

- (a) Master Sign Plans shall illustrate all proposed permanent signs for which sign permits will be required under Sec. 8-7 of the City of Newnan's Sign Regulations (Article 8) in sufficient detail to provide knowledgeable review and design specificity. Master Sign Plans shall show, describe or illustrate all signs proposed to be located on a lot or within a development (and the buildings and structures related thereto).
- (b) For a planned center (as defined in Article 8-Sign Regulations), the entire development must be included in the Master Sign Plan.
- (c) Master Sign Plans must include:

- (1) Location.

An accurate drawing to scale showing the position of the sign or signs in relation to nearby buildings or structures (including other signs), driveways, parking areas, property and right-of-way lines, and any other limiting site features. The drawing must be drawn to "site plan" standards consistent with the Procedures and Permits Article, and must show or note (as applicable):

- a. The location and size of all other signs on the parcel that are proposed to remain;
- b. For freestanding signs, the distance in feet to the nearest property line or street right-of-way line, and to the nearest existing freestanding sign proposed to remain; and
- c. The distance in feet from the location of the nearest proposed freestanding sign(s) to the closest residentially zoned property within 500 feet.

- (2) Sign Structure Specifications.

- a. An accurate drawing to scale of the plans, specifications and method of construction and attachment of the sign or signs to the building or ground. The drawing shall specifically include the size of the sign structure(s) and sign face area(s), height of the sign(s), and construction materials to be used.
- b. For any sign for which a building permit is required, the drawing shall be an engineered structural drawing designed to all Building Code requirements.

- (3) Design.

- a. The Master Sign Plan shall include such drawings and specifications as may be required by the Planning and Zoning Director to clearly illustrate the design elements of the sign or signs, including the construction materials, size, letter style and color of all elements of the sign(s), including the sign structure, the sign face, and background surfaces.

- b. The plan shall also show landscaping details meeting the requirements of this Article, including the extent of the designated landscaping area, the location of specific landscape materials, and the botanical and common name of plants by location on the plan.

(d) Approval.

- (1) A Master Sign Plan depicting signs that conform to all requirements of this Article may be approved administratively by the Planning and Zoning Director.
- (2) A Master Sign Plan depicting signs that exceed or modify one or more requirements of this Article must be approved by the Planning Commission.
 - a. Following review of a complete application by the Planning and Zoning Department, the plan will be placed on the agenda of the next available Planning Commission meeting.
 - b. If approval is denied by the Planning Commission, the applicant may appeal within 30 calendar days of the denial to the Zoning Board of Appeals in accordance with the provisions for a hardship variance under the Appeals Article of this Zoning Ordinance.
- (3) Upon approval, the Master Sign Plan shall supersede any conflicting restrictions and regulations of this Article for the property to which it pertains, and shall not be adversely affected by any subsequent amendments to this Ordinance.

(e) Recordation of approved Master Sign Plan.

- (1) The Master Sign Plan as approved must be recorded by the owner in the office of the Clerk of Superior Court and a copy of the approved Master Sign Plan, as recorded, must be filed with the Planning and Zoning Director and the Building Official prior to issuance of a sign permit for any part of the development or premises.
- (2) The recorded Master Sign Plan must be included in any sale, lease or other transfer of right of occupancy affecting any part of the development or premises to which the Master Sign Plan applies.
- (3) All tenants of the property or development, whether an owner, lessee, subtenant, purchaser or other occupant, must comply with the approved Master Sign Plan.



City of Newnan, Georgia
Attachment A

Property Owner's Authorization

The undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a temporary structure zoning approval for property.

Name of Property Owner _____

Telephone Number _____

Address of Subject Property _____

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Coweta County, Georgia.

Signature of Property Owner

Personally appeared before me

who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Notary Public

(Affix Raised Seal Here)

Date