



Changeable Copy/Variable Message Sign Permit Application Packet

Required Submission Documents

- A survey, to scale, showing the street address of the property upon which the sign is to be located, the proposed location of the sign on the property, the distance of the proposed sign from the property's boundaries, adjacent public right-of-way dimensions and the distance of the proposed sign from all existing structures, signs and buildings on the property.
- Written consent from the owner of the property, or his/her agent, granting permission for the placement, maintenance, size and height of the sign to be placed on the property.
- Written statement from the sign owner that they will comply with the requirements of Section 8-5 (c) of the City's Sign Regulations.
- The sign installer shall provide a written statement that the sign will comply with the City of Newnan's brightness requirements and all other requirements of Sec. 8-5 (c) and shall certify to such compliance within 30 days after the installation of the sign
- Prints or drawings of the plans and specifications of the proposed sign, together with structural details for construction and attachment to a building or placement in the ground.
- Any currently issued, valid business license issued by a jurisdiction in the State of Georgia and any currently issued, valid contractor license issued by the State of Georgia.
- For highway signs, a copy of GDOT Sign Permit (including multiple message and digital signs)
- Building permit fees are based on the value of the sign with a minimum fee of \$15.00. Any electrical work will require an electrical permit in addition to the building permit.



Changeable Copy/Variable Message Sign Permit Application

Section 1 – Site Information (please print)

- 1. Address/Location of Site: _____
- 2. Property Tax Id Number: _____

Section 2 – Contractor Information

- 1. Sign Contractor: _____
- 2. Business License # and Issuing Jurisdiction(provide copy): _____
- 3. Address: _____
_____ Phone #: _____
- Fax #: _____ Email: _____

REQUIRED INFORMATION FOR ELECTRONIC VARIABLE MESSAGE OR DIGITAL/LED SIGNS

- 4. 24-Hour Emergency Contact: Name: _____
Phone#: _____ Email: _____
- 5. 24-Hour Maintenance Contact: Name: _____
Phone#: _____ Email: _____

Section 3 – Property Owner Information

- 1. Name: _____
- 2. Address: _____
- 3. Phone#: _____ Fax#: _____

4. Zoning Classification: _____

Section 4 – Sign Information

- 1. Type of Sign: Monument ____ Window ____ Highway ____
- 2. Is the proposed sign a replacement of an existing sign structure? YES NO
- 3. Will the sign include LED (Light Emitting Diode) screens, plasma panels, or any similar electronic signage devices or technology? YES NO
- 4. Is the sign a Multiple Message or Changeable copy sign? YES NO
- 5. Is this an illuminated sign? (If yes, an electrical permit must be obtained before the sign will become energized) YES NO
- 6. If a highway sign, date of Special Exception Use approval: _____
- 7. What is the value of the sign (labor and materials)?: _____
- 8. Square Footage of sign face: _____
- 9. Height of sign structure for monument or highway signs (measured from road grade): _____

ACKNOWLEDGEMENTS AND SIGNATURE

I, _____, (Applicant’s name–print) certify that I have read this application and state that the information is correct, and agree not to start the sign installation until this application has been approved and a permit is issued. I certify that I have the authority to request and sign for this permit as, or on behalf of, the property owner. I agree to comply with the laws of this state and the zoning regulations established by the City of Newnan, and any violation of these will cause immediate revocation of the sign permit.

Applicant Signature: _____ Date: _____

FOR USE BY CITY OFFICIALS ONLY	
Approved by: _____	Date: _____
Permit Fee: _____	

Sec. 8-5. - Restrictions on Changeable Copy Signs.

(a) Manual Changeable Copy Signs.

A manual changeable copy sign on which the message is changed more than eight times per day shall be considered an animated sign and not a manual changeable copy sign for purposes of this Article.

(b) Multiple Message Signs.

- (1) Each display surface of a multiple message sign shall remain fixed for at least 10 seconds.
- (2) When a display surface is rotated to the next display surface, it shall be accomplished in three seconds or less.
- (3) No such multiple message sign shall be placed within 5,000 feet of another multiple message sign or a variable message sign on the same side of a street or highway.
- (4) The multiple message sign shall contain a default design that will freeze the display surface in one position if a malfunction occurs.

(c) Variable Message Signs.

- (1) Variable message signs shall only be freestanding, monument or highway signs as defined by this Article.
- (2) No variable message sign shall be placed within 5,000 feet of another variable message sign or a multiple message sign on the same side of a street or highway.
- (3) The message shall remain fixed for at least 10 seconds and when a message is changed, it shall be perceived as Instantaneous within the capability of the technology employed (generally about 1/10th of a second).
- (4) Any sign that utilizes lighting to simulate or gives an illusion of movement, or utilizes frame effects, flashing or bursting illuminations, scrolling, or other variation in the static image during the display of a single image is not allowed and shall be considered an animated sign.
- (5) No variable message sign shall exceed one half (0.5) maintained foot-candles above ambient light levels measured at any adjacent property line to a residentially zoned lot and shall not exceed 2.0 maintained foot-candles above ambient light levels at any public right-of-way line. At all other locations, the sign shall not operate at a brightness level of more than 0.3 foot-candles above ambient light levels measured at 100 feet from the sign.
- (6) An acceptable method for measuring the allowed brightness level for illuminated signs is by recording the ambient light level reading for the sign at a designated measurement distance, using a foot-candle meter, while the sign is off or displaying all black. The foot-candle meter should be aimed directly at the sign at the appropriate distance. A follow up recording should then be performed while the lights are illuminated white.
- (7) Each sign must have a light sensing device that will adjust the brightness of the display as the natural ambient light conditions change.
- (8) As part of an application for a sign permit, the sign owner must provide the Building Official with a written statement from the installer that the sign will comply with the city's brightness requirements and all other requirements of this Sec. 8-5(c), and shall certify to such compliance within 30 days after installation of the sign.
- (9) The owner of the variable message sign shall provide to the Building Official information for a 24 hour contact able to turn off the sign promptly if a malfunction occurs.
 - a. If, at any time, a malfunction occurs or the variable message sign is no longer working properly, the owner of the sign shall turn off the illumination display and shall make repairs to the sign within 60 days or electrical service to the sign will be disconnected at the owner's expense.
 - b. Should the illumination of a sign appear to be brighter than allowed under Sec. 8-5(c)(5), above, the owner of the sign shall, within 24 hours of a request by the Building Official, turn off the sign until the brightness level of the sign can either be verified or corrected to be in compliance. The owner shall bear responsibility of the expenses necessary to ensure the brightness level of the sign meets the requirements of this Article.
- (10) Operation of an electronic changeable copy sign in violation of any provision of this Sec. 8-5(c), including overriding the sign's light-sensing or fail-safe devices, may result in the disconnection of the electrical power supply to the sign at the owner's expense, under the enforcement provisions of this Ordinance.