



Please use blue or black ink to fill out this form. One form per sign.

# SIGN PERMIT APPLICATION

25 LaGrange Street, Newnan, GA 30263  
 P: 770-254-2354 F: 770-254-2361  
 E: [planning@cityofnewnan.org](mailto:planning@cityofnewnan.org)  
[www.cityofnewnan.org](http://www.cityofnewnan.org)

**Fee:** \$15 + \$5 per \$1,000 of sign cost  
 Receipt # \_\_\_\_\_  
 Date Filed \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Fee \_\_\_\_\_ Issued by \_\_\_\_\_  
*Office Use Only*

SIGN DIMENSIONS		SIGN HEIGHT		SIGN COST		
ft X ft = SQFT		ft		\$ (labor & materials)		
SIGN INFORMATION	Street Address _____			TENANT	Business Name _____	
	Parcel Id # _____				Phone _____	
SIGN INFORMATION	Zoning Type: <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <b>Zoning District:</b> _____ <input type="checkbox"/> Wall\Building <input type="checkbox"/> Monument\Ground <input type="checkbox"/> Menu Board\Drive-thru <input type="checkbox"/> Window <input type="checkbox"/> Suspended\Projecting <input type="checkbox"/> Directory\Direction <input type="checkbox"/> Highway <input type="checkbox"/> Time & Temperature <input type="checkbox"/> Residential\Subdivision <input type="checkbox"/> Flag <input type="checkbox"/> Variable Message <input type="checkbox"/> Marquee\Canopy			CONTRACTOR	Name _____	
					Phone _____	
APPLICANT	Name _____			QUESTIONS	Does this sign replace existing sign and/or structure? <input type="checkbox"/> Y <input type="checkbox"/> N	
	Address _____				Does this sign use LEDs for illumination or animation? <input type="checkbox"/> Y <input type="checkbox"/> N	
City, State, Zip _____					Does the sign surface\message change electronically? <input type="checkbox"/> Y <input type="checkbox"/> N	
Phone # _____					Does the sign surface\message change mechanically? <input type="checkbox"/> Y <input type="checkbox"/> N	
Email _____					Is the sign out of the right-of-way (ROW)? <input type="checkbox"/> Y <input type="checkbox"/> N	
(If applicant is <u>not</u> landlord or property owner, please attach copy of their written consent for this sign)					Did this sign require GDOT, Special Exception Use, or a Variance approval? If yes, provide date _____ <input type="checkbox"/> Y <input type="checkbox"/> N	

SIGN REGULATIONS	SIGN	Bldg, Wall, Canopy, Suspended, Projected	Monument, Ground	Window, Directory	Flag	Subdivision	A-frame, Sandwich Board	REQUIREMENTS CHECKLIST
	AREA	10% of front elevation area Max. 75sf: Commercial* Max. 150sf: Industrial*	Max. 16sf: Residential* Max. 32sf: Commercial* Max. 50sf: Industrial*	Max. 6sf	Max. 40sf	Max. 32sf	Max. 8sf	
HEIGHT	Suspend\Projected\Canopy: Min. 8' 6" above sidewalk	Max. 5': Residential Max. 6': Commercial* & Industrial*	N/A	Pole: 20' Mast: 10'	Max. 6'	Max. 4'		
LOCATION	N/A	5' behind the right of way (ROW), 60' from I-85	N/A	Cannot extend into ROW	5' behind the ROW	Against bldg only, Not allowed in sidewalk\curb		
NUMBER	1 sign per street frontage; Minimum 200 apart	1 sign per street frontage; Minimum 200 apart	Window: 1 per street side	3 poles\lot; Max 4 flags	2 signs per entrance	1 per business\lot		
OTHER	Not allowed in residential	Overlays may require or prohibit specific materials	Directory: 1 per lot	(see Sec 31.160(c))	No internal illumination	Out only during business hours		

ZONING RESTRICTIONS	Building, Wall, Canopy	Monument, Suspended	Window, Directory	Flag, A-frame, Sandwich Board	Banner, Projected	Subdivision	Incidental	Marquee	Time & Temperature, Variable Message	Animated, Pennant, Roof	Temporary Freestanding
	RU-1, RS-20, RS-15, RU-7, PD-R	N	N	N	P	N	S	N	N	N	N
RML, RMH, RU-2	S	S	S	P	N	S	S	N	N	N	S
OI-1, OI-2, PD-O	S	S	S	P	S	S	P	S	S	N	S
CBD	S	S	S	P	S	S	P	N	S	N	S
CSN, CGN, CHV, CCS, CUN, PD-C	S	S	S	P	S	S	P	S	S	N	S
ILT, IHV, PD-I	S	S	S	P	S	S	P	S	N	N	S

P = Allowed without sign permit, S = Allowed ONLY with sign permit, N = Sign not allowed  
 \*Residential: RU-1, RS-20, RS-15, RU-7, RML, RMH, RU-2, PD-R \*Commercial: CSN, CUN, CBD, OI-1, OI-2, PD-C, PD-O \*Industrial: CCS, CGN, CHV, ILT, IHV, PD-I

I, the applicant, hereby certify that I have read this application and state that the information is correct, and agree not to install the sign until an approved permit is issued and in hand. I certify that I have the authority to request and sign for this permit, 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:

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

OFFICE ONLY	PLANNING:	Approval Conditions?	Comments or Conditions: _____
	Name: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Yes -attached	
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Zoning Overlay(s)?	
	Date: ____ / ____ / ____	<input type="checkbox"/> QDC <input type="checkbox"/> BEQ <input type="checkbox"/> DDO	

# SIGN ORDINANCE SUMMARY

For the complete Sign Ordinance please reference Chapter 31 in Newnan's Zoning Ordinance

## Sec. 31.160 Signs Permitted by Type and Zoning District

- a) **Building Marker:** May include only building name, date of construction, or historical data on historic site; must be cut or etched into masonry, bronze, or similar material.
- b) **Directory:** Only address and name of occupant allowed on sign.
- c) **Flags:** provided that such flag does not exceed forty (40) square feet in area and shall not be flown from either a vertical flagpole or a mast arm flagpole. The top of a vertical flagpole shall not be more than twenty (20) feet in height. Mast arm flagpoles shall not exceed 10 feet in length. There shall be no more than three vertical flagpoles per lot and no more than four flags may be flown from per lot. The hoist side of a flag being displayed on a vertical flagpole cannot exceed twenty (20) percent of the height of the flagpole. There shall be no more than two mast arm flagpoles to a building or per principal living space or per business. Mast arm flagpoles must be securely attached to a structure. Mast arm flagpoles cannot extend into the public right-of-way, or impede any sidewalks or foot traffic areas. No more than one flag shall be flown on a mast arm flagpole and the hoist side of the flag shall not exceed forty (40) percent of the length of the pole. Flags must be connected to a pole on the hoist side and the flag cannot be extended or supported by artificial means or mechanical devices in a manner that would extend the flag perpendicular to the flag pole or mimic the effect that wind or some other natural means is extending the flag. Any commercial message wording shall not be more than ten (10) percent of the square foot area of the flag. Commercial logos cannot be more than forty (40) percent of the square foot area of the flag. The combined square footage of both commercial logos and message on a single flag cannot exceed fifty (50) percent of the square foot area of the flag. Any flag not meeting any one of these conditions shall be considered a banner sign and shall be subject to regulation as such.
- d) **Freestanding:** Freestanding highway signs are only permitted by special exception.
- e) **Projecting:** Height above sidewalks shall be a minimum of eight feet six inches (8'6"). Sign shall not project past the sidewalk.
- f) **Residential:** No commercial message of any kind allowed on sign. One (1) per lot not to exceed three (3) square feet in area and four (4) feet in height.
- g) **Time and temperature signs:** shall be permitted only in commercial districts and shall be located no closer than 1000 feet from another time and temperature sign. No premises shall be allowed to erect a time and temperature sign in addition to the number and size limitations for lot. Time and temperature signs must be included as part of allowable signage for the premises.
- h) **Variable message signs:** that do not constitute animated signs shall be allowed in commercial districts of the city provided the variable message sign does not exceed size and height limits for freestanding signs, and no variable message sign shall be allowed on a sign for which a special exception permit is required.
- i) **A-Frame, T-Frame, sandwich and sandwich board signs:** shall not exceed four (4) feet in height and eight (8) square feet in area and are limited to one sign per property or one sign per business establishment in a planned center or storefront development. Such signs may only be displayed during the operating hours of the business being advertised. Within the Central Business District (CBD), the signs must be positioned against a building and cannot be positioned in a sidewalk or curb. No sign shall be constructed with any type material, finished letters, characters or surface that will reflect sunlight or any other type of light of such an intensity to hinder vehicle traffic or in any way create a nuisance to the surrounding area.
- j) **Window sign:** One (1) window sign per street frontage shall be permitted per business establishment and shall be a maximum of six (6) square feet.

## Sec. 31.170 Number of Permanent Signs Permitted

- (1) Only one (1) sign on a zoned lot or per two hundred (200) feet (or major fraction thereof) of street frontage shall be permitted in the RS-20, RS-15, RU-7, RU-1, RU-2, RML, and RMH zoning districts.
- (2) Only one (1) freestanding or monument sign per lot or two hundred (200) feet (or main fraction thereof) of street frontage of the lot shall be permitted in the OI-1, OI-2, CSN, CUN, CCS, CBD, CCN, CHV, ILT, and IHV zoning districts, except that separate requirements may be applied for each street on which a corner lot or double-frontage lot faces.
- (3) Only one (1) building sign permitted per street frontage per business establishment.
- (4) Only one (1) window sign per street frontage shall be permitted per business establishment and shall be a maximum of six (6) square feet.
- (5) Lots fronting on two (2) or more streets are allowed the permitted signage for each street frontage, but signage cannot be accumulated and used on one (1) street in excess of that allowed for lots with only one (1) street frontage.
- (6) In addition to the limitation on the number of signs set forth in this Section, one (1) directory sign may be permitted for lots with multiple establishments zoned commercial or industrial.
- (7) In addition to any other Monument signs authorized by this Chapter on a commercial zoned lot, if such lot contains a business premises where materials are delivered at a drive thru delivery point other than on the front side of the building, then one additional monument sign per delivery point shall be allowed to be located on the property in the side or rear yard; no such sign shall exceed thirty (32) square feet in sign area nor six (6) feet in height. The location of the sign on the lot shall be approved as a part of the site plan review process.
- (8) In addition to the limitation on the number of signs set forth in this Section, a temporary sign may be permitted for lots in accordance with Section 31.120 of this Chapter.

## Sec. 31.180 Dimensions and Locations of Signs

- (1) **Area (square feet).**
  - a. The maximum square footage of any sign, except building, window, and directory signs, and temporary signs in accordance with Section 31.120 of this Chapter, shall be:
    - 1. Sixteen (16) square feet in the all residential zoning districts;
    - 2. Thirty-two (32) square feet in the OI-1, OI-2, CSN, CUN, PD-C, PD-O & CBD zoning districts;
    - 3. Fifty (50) square feet in the CCS, CGN, CHV, ILT, IHV, and PD-I zoning districts.
  - b. The maximum area of a building or wall sign shall be ten (10) percent of the total area of the wall (including window and door areas) of which such sign is a part or to which each such sign is most nearly parallel; provided, however, that in no instance shall the building sign exceed 75 square feet in CSN, CUN, CBD, OI-1, OI-2, PD-C and PD-O zoning districts and 150 square feet in CCS, CGN, CHV, ILT, IHV and PD-I zoning districts.
  - c. The maximum area of a directory sign shall be six (6) square feet.
  - d. The maximum area of an incidental sign shall be four (4) square feet.
- (2) **Height.** The maximum height of any sign except temporary signs in accordance with Section 31.120 of this Chapter shall be:
  - 1. Five (5) feet in the residential zoning districts except RML and RMH zoning districts; and
  - 2. Six (6) feet in the RML, RMH, OI-1, OI-2CCS, CGN, CHV, CSN, CUN, CBD, ILT, IHV, PD-C and PD-O zoning districts.
- (3) **Setback.** Each sign must have the following setbacks from any right-of-way:
  - a. Ten (10) feet from the pavement, but must be five (5) feet outside of the right-of-way in the residential, OI-1, OI-2, CCS, CGN, CHV, CSN, CUN, CBD, ILT, IHV, PD-C and PD-O zoning districts.

- b. Sixty (60) feet from any Federal Interstate Highway.
  - d. For non-residential lots, signs must follow the side and rear setbacks established by the underlying zoning of the lot where the sign will be located.
- (4) **Location.** In addition to the foregoing setback requirements, no sign shall be permitted at the intersections of streets or streets and railroad rights-of-way within a triangular area defined as follows:
- 1. Beginning at a point on the curb line of one street, which point is twenty (20) feet from the intersection with the curb line of the other street; then along the curb line to said intersection; then along the curb line of the other street twenty (20) feet; then straight across the corner to the beginning point.
  - 2. Where there is no curb, measurements shall be along the edge of pavement. A railroad right-of-way shall be considered the same as a curb line.
- All permanent freestanding or monument signs must be at least fifty (50) feet from any other permanent freestanding or monument sign on the same lot.

## 31.040 Computations

The area of a sign other than a freestanding or monument sign shall mean and shall be computed as the entire area within a continuous perimeter enclosing the limits of writing, representation, emblem, or any figure or similar character, with any frame, other material, open space, or color forming an integral part of the display or used to differentiate such sign from the background upon which it is placed. The supports or structure upon which any sign other than a freestanding or monument sign is supported shall be included in determining the sign area whenever such supports are designed in such a manner as to form an integral part of the display; provided, however, that the area of the frame shall not be included in computing the area of the sign when the frame is composed of stone or brick and provided the frame contains or has attached no copy, words, writing, letters, or advertisement, not internally illuminated, and provided that the surface area of the frame that is parallel to the display of the sign is no greater than one hundred percent (100%) of the area of the sign displayed.



## Sec. 31.100 Prohibited signs.

- All signs not expressly permitted under this ordinance or exempt from regulation hereunder in accordance with the previous section are prohibited in the city. Such signs include:
- (1) Signs imitating warning signals; signs displaying lights resembling the flashing lights customarily used in traffic signals or in police, fire, ambulance or rescue vehicles; signs using words, slogans, dimensional shape or size, or colors of governmental traffic signs in such a manner as to resemble official traffic signs.
  - (2) Signs with lights blinking and/or flashing in series, lines, or rows.
  - (3) Flashing, blinking, fluctuating, or otherwise animated signs other than time and temperature.
  - (4) Signs attached to trees or utility poles or boxes; signs painted on or otherwise attached to rocks or other natural objects; signs, other than those placed by a local, state or federal government, or authorized utility located within the public street right-of-way or feet of the edge of curb or closest edge of the pavement of any public street;
  - (5) Signs emitting or utilizing in any manner any sound capable of being detected on a public road by a person of normal hearing;
  - (6) Signs which obstruct any fire escape, any means of egress or ventilation, or prevent free passage from one part of a roof to any other part thereof; signs attached in any manner to any fire escape;
  - (7) Fringe, twirling, sidewalk or curb-type signs, balloons, streamers, pennants, portable display signs, air or gas filled figures and other similar temporary event signs, other than as specifically authorized in this chapter;
  - (8) Roof signs, or signs projecting above the roof line of a structure;
  - (9) Signs displaying any statement, word, character or illustration of an obscene nature;
  - (10) Illuminated signs from or to which direct rays of light are projected onto a lot other than on the lot where the illumination occurs;
  - (11) Portable signs, other than as specifically authorized by this chapter;
  - (12) Search lights or similar devices;
  - (13) Benches, vending machines, trash cans, etc
  - (14) Animated signs
  - (15) String of lights
  - (16) Inflatable signs, displays, and balloons
  - (17) Illuminated marquee, canopy, projecting
  - (18) Mobile & Trailer signs
  - (19) Vehicle signs with a total sign area in excess of ten square feet, which the vehicle:
    - a. any part of the vehicle is parked for more than three consecutive hours within 100 feet of any street right-of-way, and the vehicle is not being actively loaded or unloaded, and there are other available and accessible locations on or about the occupancy advertised where the vehicle can be parked, which are not within 100 feet of a street right-of-way and visible from such; and
    - b. is visible from the street right-of-way that the vehicle is within 100 feet; and
    - c. For more than three consecutive hours is not regularly used in the conduct of the business advertised on the vehicle. A vehicle used primarily for advertising, and not for the purpose of providing transportation for owner, employees, inventory, merchandise, supplies or materials of the occupancy advertised on the vehicle, shall not be considered a vehicle used in the conduct of business. Vehicle may not be used for off premises storage of inventory, merchandise, supplies, or materials.

SIGN PERMIT FEE SCHEDULE					
SIGN COST	PERMIT FEE	SIGN COST	PERMIT FEE	SIGN COST	PERMIT FEE
\$1,000	\$15	\$11,000	\$65	\$21,000	\$115
\$2,000	\$20	\$12,000	\$70	\$22,000	\$120
\$3,000	\$25	\$13,000	\$75	\$23,000	\$125
\$4,000	\$30	\$14,000	\$80	\$24,000	\$130
\$5,000	\$35	\$15,000	\$85	\$25,000	\$135
\$6,000	\$40	\$16,000	\$90	\$26,000	\$140
\$7,000	\$45	\$17,000	\$95	\$27,000	\$145
\$8,000	\$50	\$18,000	\$100	\$28,000	\$150
\$9,000	\$55	\$19,000	\$105	\$29,000	\$155
\$10,000	\$60	\$20,000	\$110	\$30,000	\$160

Permit Fee: Min. \$15 + \$5 per each \$1,000 in sign cost (labor & material)