



APPLICATION FOR TEMPORARY SIGN PERMIT

Applications, plans, and supporting documentation may be submitted by email to chambleedevelopment@chambleega.gov.

APPLICATION DATE: _____ SIGN LOCATION/ ADDRESS: _____

PROPERTY OWNER'S NAME: _____ PROPERTY OWNER'S EMAIL: _____

TENANT/BUSINESS: _____ BUSINESS OWNER'S NAME: _____

BUSINESS OWNER'S PHONE NUMBER: _____ TENANT'S BUSINESS LICENSE NUMBER: _____

PRIMARY CONTACT'S NAME: _____ PHONE: _____ EMAIL: _____

Comments and questions will be directed to the primary contact person.

DESCRIPTION OF PROPOSED SIGN:						
SIZE: _____x_____	HEIGHT IF FREESTANDING (from bottom of posts to top of sign): _____ FT			AREA: _____ SQFT		
LOCATION OF SIGN ON SITE: _____						
TYPE OF TEMPORARY SIGN:	Lease	Sandwich Board	Banner	Construction	Other	
PROPOSED START DATE: _____			PROPOSED END DATE: _____			

ALONG WITH THIS APPLICATION, PROVIDE THE FOLLOWING:

1. A sketch or print that conveying the proposed sign with all dimensions labeled.
2. An elevation drawing or photo showing the placement of the sign on the building.
3. A site plan showing the location of the sign on the property.
4. Submit an Owner Permission Affidavit if the property owner does not sign the application.
5. The fee for a temporary sign is \$25.

DECAL MUST BE PLACED IN A VISIBLE LOCATION ON THE SIGN FACE OR FRAME

The undersigned hereby applies for a permit to erect a temporary sign in accordance with all regulations specified in the Sign Ordinance of the City of Chamblee (Unified Development Ordinance, Chapter 260).

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner: _____ **Date:** _____

Owner Permission Affidavit must be submitted with this application if Property Owner does not sign the application.