



TEMPORARY SIGN PERMIT APPLICATION & AFFIDAVIT SUBMITTAL INSTRUCTIONS

A permit must be secured prior to the display of any temporary sign. It is the property owner's responsibility to ensure that temporary signs are in compliance with city regulations and outside of the public right of way. Failure to secure a permit and/or meet city regulations related to temporary signs is a violation of city code and could result in the removal of the sign and/or issuance of citation to appear in Municipal Court.

TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

In lieu of submitting a sign drawing and site plan, applicants are required to complete an affidavit verifying their understanding of the City's temporary sign regulations. Temporary signs must meet specific requirements based on type of sign. The amount of time a sign may be posted varies. See the attached **TEMPORARY SIGN REGULATIONS** for additional details. Upon completion of the application, a member of our team will review the submittal for compliance and provide the applicant with a sticker, demonstrating that the sign meets the city code. The sticker will be delivered in person by a City Code Enforcement Officer who will verify that the sign meets city regulations.

SUBMITTAL INSTRUCTIONS: Paper copies of this permit application will not be accepted. All temporary sign permit applications must be emailed to chambleedevelopment@chambleega.gov. Temporary sign permits may also be requested online by visiting the City's permit portal here: <https://chamblee.portal.iworq.net/portalhome/chamblee>.

TEMPORARY SIGN PERMIT SUBMITTAL CHECKLIST

(Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)

- Complete Temporary Sign Permit Application
- Complete Temporary Sign Permit Affidavit
- Temporary Sign Permit Fee - \$25.00 *

** Fees are not required at time of submittal for email submittals. Once your application is received, you will receive a link to pay any outstanding fees. Fees for online submittals are paid when submitting.*

Please allow up to 3 business days for permit review and approval.



TEMPORARY SIGN PERMIT APPLICATION

All temporary sign permit applications must be emailed to chambleedevelopment@chambleega.gov.

Site and Sign Information:	
Site Address: _____	
Sign Dimensions: _____	Sign Area: _____ SQFT Sign Height: _____ FT
Sign Type:	
<input type="checkbox"/> Sale or Lease	<input type="checkbox"/> Banner <input type="checkbox"/> Building construction or remodeling
Proposed Start Date: _____	Proposed End Date: _____
Applicant Information:	
Applicant Name: _____	
Applicant Address: _____	_____
Phone Number: _____	City, State, Zip Code
Email: _____	
Owner Information (if different than applicant):	
Owner Name: _____	
Owner Address: _____	_____
Phone Number: _____	City, State, Zip Code
Email: _____	
Business/Tenant Information (if different than applicant and property owner):	
Business Name: _____	
Tenant/ Business Owner's Name: _____	
Phone Number: _____	
Tenant's Business License Number: _____	

NOTICE: Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no activity commences within six months of issuance date or an extension is granted per City Code. I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the permit issued as a result of this application. I also agree to allow inspections and right of entry per Section 120-2 of the UDO.

Note: Only the Property Owner or Contractor should sign this application as an applicant.

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

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

TEMPORARY SIGN REGULATIONS

Per [Section 260-10](#) of the Unified Development Ordinance (UDO).

All signs, regardless of type, must comply with the following regulations:

Location of Signs:

1. No sign or sign structure shall extend into or above or be anchored or placed in any portion of a public right-of-way.
2. Signs shall be located a minimum of ten feet from the back of curb/edge of pavement or one foot onto private property, **whichever results in the greater setback from the street.** Any signs not located adjacent to a street shall be setback a minimum of five feet from property lines.
3. See [Section 230-7](#) for sight distance and visibility at intersections. Signs may not be placed in a way that impacts driver visibility at street intersections.

Multi-Face Signs:

1. *Double-faced signs* - For double-faced signs, when the sign face surfaces are, parallel (back-to-back), or where the smallest angle formed between the two faces is 60 degrees or less, the area of the sign shall be taken as the area on the largest side. For double-faced signs where the interior angle formed by the faces is more than 60 degrees, the area of the sign shall be the total area of all sides.
2. *Three-faced or more signs* – Please contact us if you are considering the installation of a sign with 3 or more faces and are unable to determine how to measure this sign as explained in Section 260-10 of the UDO.

PERMITTED TYPES OF TEMPORARY SIGNS

PART 1: For Sale and/or For Lease Signs

Allowance:

1. During the period a building or premises is available for sale or lease, one freestanding sign per street frontage is permitted in the VC, TOD, MU-BC, CVC, CC, A, IT, I and PUD zoning districts*.
2. For a multitenant center (with individual suites accessible by their own exterior door), one additional temporary sign may be placed on each tenant space that is available for sale or lease.
3. Such sign shall be removed within 10 days of a real estate closing or execution of a lease agreement.

Maximum sign dimensions:

Area: 20 square feet

Height: Six feet (if freestanding)

Special requirements for signs during subdivision construction:

1. During construction of a multi-parcel subdivision, one additional sign may be placed at each entrance into the subdivision. These signs may not exceed **32 square feet in area or eight feet in height.**
2. Such signs shall be removed when the last lot or house has been sold or if no building permit has been issued for construction within the subdivision or development during a period of 12 months, whichever comes first.



* visit <https://chamblee.maps.arcgis.com/apps/webappviewer/index.html?id=e86681311a8a434984e9cced0e4d470e> to identify your zoning district

08/28/2020

City of Chamblee Development Department
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PART 2: Banners

Allowance:

1. *For a multitenant center with individual suites accessible by their own exterior door:* No banner shall be displayed for more than 14 consecutive days, with no more than three such 14-day periods being permitted per calendar year, **per tenant**. Also, no more than one banner on any tenant space at one time.
2. *For a lot including a multitenant center with individual suites accessible by interior/shared entrances only and all single occupant buildings:* No banner shall be displayed for more than 14 consecutive days, with no more than three such 14-day periods being permitted per calendar year, **per lot**. Also, no more than one banner on any lot at one time.



Maximum sign dimensions: 32 square feet

Minimum sidewalk clearance: If located under a canopy, banners shall provide a minimum of eight feet of clearance from ground level to the bottom of the sign.

Other standards:

1. All banners must be maintained in good condition.
2. Each banner must be securely attached to poles, mast arms, fences, building facades or other similar structures on either the entirety of two ends of the banner or on all four corners of the banner.

Lighting: Such signs shall not be illuminated.

PART 3: Building construction or remodeling

Allowance:

1. One sign per street frontage shall be permitted upon issuance of a land disturbance permit or building permit authorizing the demolition or construction of a building within the CC, CVC, VC, TOD, MU-BC, A, IT, I and PUD zoning district where no existing ground sign exists.
2. Such sign(s) shall be removed within ten days after issuance of the certificate of occupancy/completion or final building inspection, whichever occurs first.
3. Alternatively, in lieu of the ground sign(s) described in subsection (e)(1)a., the property developer may elect to place one sign per street frontage on an opaque fabric that provides a visual screen along a temporary construction fence.

Maximum sign dimensions:

Area: one square foot in area per linear foot of street frontage for construction fence signage; 32 square feet for freestanding signs.

Height: Eight feet

Lighting: Such signs shall not be illuminated.

Please be aware that these regulations change from time to time. While effort will be made to update this information following such changes, it is the applicant's responsibility to ensure any temporary sign constructed in the City complies with current regulations.

TEMPORARY SIGN PERMIT AFFIDAVIT

This Temporary Sign Permit Application and Affidavit notify the public of the temporary sign requirements of the City of Chamblee. Submitting this application and affidavit demonstrates an understanding that temporary signs shall comply with the all Unified Development Ordinance requirements and any other applicable sections of city code.

I _____ (*please print*) on the _____ of _____, 20__, hereby certify that I have read and understand the above temporary sign requirements. I further agree to abide by all the requirements outlined above. If I or my contractor erect the subject temporary sign out of compliance with these standards, then I understand that I will be subject to enforcement by the City of Chamblee. I understand I am responsible for ensuring that the temporary sign is not located in required setbacks, buffers and easements (unless permission is granted).

Property or Business Owner:

Name (*Printed*)

Signature

Date

Notary:

Name (*Printed*)

Date

Signature

(Seal)