



**CITY OF WINDER SIGN PERMIT APPLICATION REQUEST**

23 NORTH JACKSON STREET, PO BOX 566, WINDER, GEORGIA 30680  
770-867-3510

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Sign Type:**     Freestanding         Wall         Roof         Canopy         Other (Attach type)

**Sign Valuation:** \$ \_\_\_\_\_        **Street Address of Sign Location:** \_\_\_\_\_

**Survey Attached Showing Following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Street Address of Property where Sign Is to be Located | <input type="checkbox"/> Distance of Sign from Property Line |
| <input type="checkbox"/> Proposed Locations of Sign on Property                 | <input type="checkbox"/> All Existing Structures on Property |

**Square Footage of Sign:** \_\_\_\_\_        **Aggregate Square Foot Area (of sign with more than one face):** \_\_\_\_\_

**Sign Height:** \_\_\_\_\_

**Written Consent from Property Owner Attached (REQUIRED)!**

(Permission must include sign placement, maintenance, size, and height, all showing property owner approval).

**Two Sets of Building Elevations (for wall sign) Attached (REQUIRED):**         Yes         No

**Name of Sign Contractor:** \_\_\_\_\_

**Address of Sign Contractor:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_        **Cell Phone #:** \_\_\_\_\_

**Business License Number and City/County:** \_\_\_\_\_

**Copy of Sign Contractor's Business License Attached (REQUIRED):**         Yes         No

**NOTE: An electrical permit must be purchased by a State Certified Electrician for all signs requiring electrical approval. Sign Details:**

- Proposed Color Scheme
- Scaled Elevation of size and height of proposed sign from ground level and adjacent street level.
- Footing Design detail on all freestanding signs prepared and stamped by a registered engineer.

**Zoning of Property:**     **B-1 -** Neighborhood Commercial     **B-2 -** General Commercial     **P -** Professional  
 **I -** Industrial     **E -** Exhibition

I hereby make application for permit as above, and if it is granted, I agree to conform to all City of Winder zoning regulations and sign code ordinances according to plans and specifications submitted. Any change in use may be in violation of zoning regulations and will void the permit. Any sign permit shall automatically expire six (6) months from the date of issuance. Any person, firm, or corporation violating any provision of this ordinance shall be guilty upon conviction of a misdemeanor and shall be punished for each offense according to law. Each offense shall constitute a separate offense for each day the violation shall continue. I agree to indemnify and save the city harmless of all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure. Application is hereby made according to the requirements of the zoning regulations of the City of Winder.

The City of Winder has adopted a Historic Preservation District in which any new construction, demolition, or exterior renovations or alterations of existing property, including signs, has to be approved by the Winder Historic Preservation Commission.

**Is this property in the City's Historic District?**         Yes         No

If the answer is yes, then your plans must be approved by the Winder Historic Preservation Commission. Please fill out the "Application for Certificate of Appropriateness" and return to the City Hall Annex.

**I hereby certify that I have read and examined this application and know the same to be true and correct.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

**For City of Winder Internal Use Only:**

**Approved Date:** \_\_\_\_\_

**Denied Date:** \_\_\_\_\_

**Written Notification (copy attached):** \_\_\_\_\_  
Date

**Written Notification (copy attached):** \_\_\_\_\_  
Date