

GEORGIA DEPARTMENT OF TRANSPORTATION
One Georgia Center
600 West Peachtree Street N.W., 10th Floor
Atlanta, Georgia 30308
APPLICATION FOR AN OUTDOOR ADVERTISING SIGN PERMIT
TYPE OR PRINT LEGIBLY (Please sign original in blue ink- All Sections Must Be Completed)

Date of Application

Working Number (provided by GDOT)

Applicant Information

Property Owner Information

Corporate Name

Corporate Name

Name of Applicant (agent)

Corporate Title

Name of Landowner

Corporate Title

Address

Address

City

State

Zip

City

State

Zip

Phone #

Phone #

Email

Email

Property Information

Parcel Number: _____ Parcel Size: _____ Parcel Dimensions: _____

Sign Location Information

County: _____; State Route #: _____; _____ feet from the nearest edge of right-of-way on the

N E S W side of the roadway and _____ feet N E S W of milepost number _____.

Latitude: _____ Longitude: _____ (i.e. decimal degrees)

Within incorporated area? Yes No. If "yes," name of municipality: _____

Is sign to be located in a zoned jurisdiction? Yes No. How far is it from the nearest commercial or industrial activity in feet _____. Name of Activity: _____

Un-zoned Areas Only

Is the proposed location within 600 feet of an active business? Yes No

Written consent of the owners of all residences within 300 feet (if different from the owner of the land on which the sign is to be located) must be provided (Attach Resident Consent Form)

Sign Description

Delineate size desired of each face to be permitted. Number of faces: _____

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from N E S W Direction

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from N E S W Direction

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from N E S W Direction

Length: _____ Height: _____ Area: _____ Sq. Ft. Viewed from N E S W Direction

Type of Construction (circle all that apply): Single Face Back-to-Back Double Face Type - V

Illuminated? Yes No

Is this sign in place? Yes No If yes, date sign erected: _____

Is an existing permit being cancelled as a condition of issuance of this permit? Yes No If yes, permit #: _____

Local Government Certification for Outdoor Advertising

To be completed by Applicant:

Name of Applicant or Company: _____

Sign is: existing proposed

County: _____ Municipality (if applicable): _____

State Route Name & Number: _____

Parcel Number: _____

To be completed by appropriate Zoning Official:

Part 1.

I hereby certify that the (City of) (County of) _____
(Check all that apply):

_____ Has a zoning plan and ordinance. Original adoption date: _____.

_____ Date of last amendment (revision) to zoning plan: _____.

_____ Does not have a zoning plan and ordinances.

_____ Has other land use controls or ordinance. Please specify _____.

_____ Has a sign ordinance dated _____ separate from any zoning or land use plan.

_____ Has a sign ordinance which requires sign spacing of more than 500', size or height limits, or includes the "I-95 plan". Please specify _____

_____ Has no sign controls of any kind.

Part 2.

(MUST BE FILLED OUT COMPLETELY)

Current zoning of the parcel where the sign is to be located: _____

Approved uses for this zoning type: _____

Date of MOST RECENT zoning of this parcel: _____

Previous zoning of this parcel: _____

I _____, a duly qualified official of the City/County of _____, do hereby certify that I have reviewed the location and description of the outdoor advertising structure described on the attached application and find the sign is to be located in an area appropriate for such structures and is in compliance with all local laws, ordinances or regulations. I further understand that in evaluating any application for an Outdoor Advertising permit GDOT does not review for compliance with local ordinances and that any such permit issued by GDOT is not a building permit.

This the _____ day of _____, 20____.

Authorized Official Signature

Printed Name and Title

Phone #: _____ Email: _____

A location sketch must be drawn below or affixed, depicting the area of the sign location, including the following information: route numbers, the proposed sign and other signs in the area, commercial or industrial activities in the area, parks and playgrounds in the area, public recreation and Parkland areas, cemeteries in the area, and residences within 300 feet of the proposed sign location.

For GDOT Use Only

Approval Recommended

Working Number: _____

Outdoor Advertising Agent

Outdoor Advertising Regional Coordinator

Outdoor Advertising Manager

This permit is granted to erect and/or maintain the above described sign adjacent to State Route _____ in _____ County, Georgia for a period of 12 months. **This is not a building permit. Nothing in this permit shall be construed to abrogate or affect any lawful ordinance, regulation or resolution which is more restrictive than State Law as it pertains to the structure permitted. (O.C.G.A. §32-6-97)**

This _____ day of _____, 20____.

Chief Engineer (or designee)

Permit Number

Outdoor Advertising Application for Permit Checklist

This nonexclusive checklist is provided to assist the Applicant in submitting a complete application package for permitting. Incomplete applications will not be processed.

- Yes No 1. Is the Applicant's and Landowner's information complete?
- Yes No 2. Is the Applicant and/or Landowner a corporate entity?
If "yes" then agent authorization and assignment on company letterhead must be included.
- Yes No 3. Are the property information, sign location information, and sign description entered completely?
- Yes No 4. Are the zoning and business activity information complete?
- Yes No 5. Is the sign location within an un-zoned area and within 300 linear feet of any residences? If "yes", resident(s) approval must be included.
- Yes No 6. Is the Applicant/Landowner affidavit section complete and notarized?
- Yes No 7. Is the local government certification section complete (All questions of Part 2.)?
- Yes No 8. Is the sign location sketch included?
- Yes No 9. Is a shop drawing of the sign included? The drawing shall include the plan, elevation, and side views of the sign.
- Yes No 10. Is a copy of your W-9 form included?
- Yes No 11. Is the permit fee included?
- Yes No 12. Is a complete copy of your signed application package, with attachments, included?
- Yes No 13. Is a photograph of the proposed sign site showing the location markings included?

Application Instructions

Applications must be typed or filled out in blue ink. Only completed applications will be reviewed. Incomplete applications will be returned to the Applicant. A permit is valid only for the location specified on the application form.

Applicant / Property Owner Information

1. **Name of Applicant or Company:** Person, corporate entity, or Trust in whose name the permit will be listed. This will be the name used by GDOT for all billing notices, violation notices, and any correspondence from GDOT to you. The person or corporate entity name and F.E.I.# / Social Security # you provide on the application should match the name and F.E.I.# / Social Security # on the copy of the W-9 Form you provide.
2. **Name of Landowner:** Person, corporate entity, or Trust in whose name the Landowner will be listed. This will be the name used by GDOT for all correspondence to the Landowner.

Property Information

3. **Parcel Number:** The parcel identification number (Property Tax ID#) of the land on which the sign is or will be located. This information may be obtained from the county tax assessor's office.
4. **Parcel Size and Dimensions:** Provide the dimensions in feet and the parcel size in acres. A detailed property survey may be provided.

Sign Location Information

5. **County and Road Information:** Indicate the county in which the sign will be located. Indicate the state route number of the roadway on which you wish to permit the sign. Some roads have two state route number designations. GDOT uses the lower route number.
6. **Milepost Information:** Provide the distance in feet to the lower number milepost (not necessarily the closest milepost).
7. **Latitude / Longitude:** Provide the latitude/longitude coordinates of your proposed sign location in decimal degrees. If you use *Google Earth* and it shows coordinates in degrees, minutes, seconds, you can change it to read in decimal degrees by clicking on "Tools" and choosing "Options". In the "Options" box you will see a "show lat/long" section that allows you to select "decimal degrees".
8. **Resident Consent Form:** If your sign is in an un-zoned area and within 300 feet of any residence, complete and attach the Resident Consent Form. This form can be found on the GDOT Outdoor Advertising webpage.

Sign Description Information

9. **Face Length, Width, and Area:** These measurements are taken to the nearest whole foot. The Face Area is the total square feet (length times the height). The Face Area cannot exceed 1,200 square feet.
10. **Types of Construction:** Select the configuration that best describes your sign.

Applicant / Landowner Affidavit

11. This portion of the application must be completed and notarized.
12. In lieu of the Landowner's acknowledgement, attach a lease signed by the Landowner (identifying sign location by state route, county, side of roadway, and distance to milepost). A lease must include a right of entry in favor of and acceptable to GDOT for the purpose of inspecting said sign site or to remove any illegal sign or take any other lawful action regarding the sign.

Location Sketch

13. **Location Sketch:** The location sketch can be drawn in the space provided in the application or attached to the application. The location sketch must show the roadway the sign will be adjacent to, the distance and direction from the nearest intersection(s), commercial and industrial activities in the area, other signs in the area, residences within 300 feet of the proposed sign, and any other identifiable characteristics or landmarks which will assist GDOT in properly identifying the sign location.

Required Attachments: The following attachments (if applicable) are required for a complete application.

- a. A Copy of your W-9 Form.
- b. A detailed Shop Drawing of the sign indicating the plan, elevation, and side views of the sign.
- c. If the location sketch is not drawn in the space provided in the application, provide it as an attachment. The location sketch must show the roadway the sign will be adjacent to, the distance and direction from the nearest intersection(s), commercial and industrial activities in the area, other signs in the area, residences within 300 feet of the proposed sign, and any other identifiable characteristics or landmarks which will assist GDOT in properly identifying the sign location.
- d. For corporate entities or Trusts who are the Applicant and/or Landowner: A signed statement from a corporate officer or executor, on company letterhead, authorizing the Agent(s) to sign this application on their behalf.
- e. If the parcel is in an un-zoned area and within 300 feet of any residences, complete and attach a signed Resident Consent Order Form.
- f. A photograph of the proposed sign site showing the location markings for each pole (if multiple).
- g. If the parcel is listed as Planned Development (PD) or Planned Unit Development (PUD), attach a copy of the plan approved by the local government for review. The primary use of the area or district must be consistent with its zoning designation. A PUD/PD plan which has not been approved by the local government shall not be considered zoned.
- h. If the parcel is listed as Mixed Use, attach a copy of the Mixed Use comprehensive zoning plan. GDOT may consider this type of zoning acceptable for outdoor advertising purposes only if the property in the vicinity of the location under consideration is primarily commercial or industrial.
- i. If the parcel currently has no commercial or industrial development, GDOT must determine if the "Primary Use" of the property is consistent with its commercial or industrial zoning. Attaching documentation that assists in the evaluation will expedite a GDOT review. Recommended attachments are: (1) The assessment of real estate taxes at commercial/industrial rates; (2) Development and construction plans, certified by a licensed professional engineer, for commercial or industrial development scheduled to begin within two years; (3) The zoning of the surrounding area and the actual land uses nearby; and (4) Documents indicating the presence of utilities such as water, electricity, and sewage.
- j. Comprehensive zoning plans must be approved by the GDOT Board for outdoor advertising purposes only. Plans that have not been reviewed and approved or property that has been rezoned since the approval must be reviewed by the Board for compliance with the Georgia Outdoor Advertising Act and the Highway Beautification Act. If your property has been rezoned in the last two (2) to five (5) years, more than likely a review will be required. If so, the following will need to be submitted for the Board review: (1) An approved zoning map with legends and proposed location marked; (2) Current zoning ordinance; (3) Application for rezoning; (4) Approved minutes of the meeting approving the zoning change.
- k. The correct permit fee. (fee amounts are available on the Outdoor Advertising webpage)

Sign Installation Notification

After the Application is granted, the Permittee shall provide notice of completion to GDOT within ten (10) days of completion of construction of a permitted sign. The notice shall include an electronic photograph of the sign as viewed from the main travelled way of the roadway from which the sign is permitted, and an electronic photograph showing the permit identification tag and where it is affixed to the structure.

Submission of Application:

Submit the application and all required attachments to the Georgia Department of Transportation, One Georgia Center, 600 West Peachtree Street N.W, 10th Floor, Atlanta, Georgia 30308, Attn: Outdoor Advertising Office