



SIGN PERMIT

City of St. Marys
Community Development

418 Osborne Street
St. Marys, Georgia 31558
(912) 510-4032

Documents Required for the Issuance of a Sign Permit

- Please take care to ensure that all information is provided as required.
- The permit will be processed ***within 30 business days*** of the receipt of completed application with all required documents.
- The city cannot process incomplete applications.
- Please submit completed permit application to planning@stmarysga.gov

- _____ Sign Permit Form (with all fields completed)
- _____ Site Plan showing Location of sign (must be to scale and include set-back if necessary)
- _____ Illustration(s) of proposed sign (include but not limited to dimensions, materials, color, and location)
- _____ Proof of ownership of the property or rental agreement
- _____ Owner authorization letter for sign installation
- _____ Construction contact and/or contact information for sign company/installer
- _____ Letters of approval (existing variances, special use permits, or rezone)
- _____ Photo(s) of previous or existing sign(s) (if replacing a sign)
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____



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Sign Permit Application Form

Sign Information

Sign Location _____ Date _____

Street Address _____ Parcel # _____

Company Name _____

Phone Number _____ Email _____

Business Location: Single Lot Shopping Center Historic District? Yes No

Number of Sign(s) (By Type) _____ Wall _____ Monument _____ Pylon _____ Other _____

Sign Zoning Commercial Residential Industrial Mobile Home
(C-1, C-2, C-3) (R-1, R-2, R-3, R-4, R-5) (I-L, I-G, I-A) (MH)

Dimensions of Sign(s) _____

Dimensions of Building or Suite (Wall Signs) _____ Dimensions of Free-Standing Structure (Pylon, Monument & etc.) _____

Cost of Sign (value of sign & Manufacturing Costs) _____ Sign Material(s) _____

Property Owners Information

Owners Name _____ Email _____

Address _____

Phone Number _____

Owner / Applicant Signature: _____ Date _____

Staff Use Only

Approved _____ Date _____
Community Development Director / Planner

Amount Due _____ Date Paid _____ Method of Payment _____

\$50 for up to \$1000 in cost, \$10 for each additional \$1,000 in cost

Historic Preservation Commission Hearing Required: Yes No

Conditions _____