Temporary Sign Permit Packet

Please take care to insure that the information for each checkbox below is sufficiently provided. The City of St. Marys does not accept incomplete applications. The application will be processed within 30 business days of the receipt of a completed application and all required

☐ Completed Application

☐ Site Plan (must provide accurately drawn to scale setbacks)

☐ Illustrations of proposed sign (includes dimensions, materials, color and location)

☐ Proof of ownership of property OR legal authorization from owner

☐ Letters of approval for any existing Variances, Special Use Permits, or Rezone (text amendment) requests.

☐ Other Attachments: _____________________________

If you have any questions or concerns, or would like to schedule a meeting, please contact Community Development at 912-510-4032 or email planneroftheday@stmarysga.gov
Each Temporary Sign will be permitted for one calendar year and will be given an adhesive sticker indicating a unique identifier number. Signs shall be maintained in good repair.

OWNER’S/BUSINESS NAME WHERE SIGN IS BEING PLACED: ____________________________________________________________

ADDRESS: ________________________________________________________________________________________________

DATE: ____________________________________ TAX PARCEL NUMBER: ________________________________________

TELEPHONE NUMBER: ______________________ E-MAIL: __________________________________________________________

SIGN TYPE: ( ) BANNER NUMBER OF BANNERS: ___ COST $10 EACH

( ) FLAG/FEATHER NUMBER OF FLAGS: ___ COST $10 EACH

( ) PENNANT NUMBER OF PENNANTS ___ COST $10 EACH

( ) STREAMERS NUMBER OF STREAMERS: ___ COST $10 EACH

( ) MEDIAN Allowed (1) DOWNTOWN COST $20 EACH

COST $10 EACH

PHYSICAL DIMENSIONS OF SIGN 1 ____________________________________________________________________________

COST $10 EACH

PHYSICAL DIMENSIONS OF SIGN 2 ____________________________________________________________________________

PHYSICAL DIMENSIONS OF SIGN 3 ____________________________________________________________________________

PARCEL WITH SINGLE BUSINESS - ALLOWED UP TO THREE TEMPORARY SIGNS AT ONE TIME.

MULTIPLE BUSINESS TENANTS - ALLOWED TO HAVE TWO TEMPORARY SIGNS PER TENANT AT ANY ONE TIME AND
WHERE NO STREET FRONTAGE SHALL BE ALLOWED TO HAVE MORE THAN ONE TEMPORARY SIGN PER 50 FEET.

MULTI TENANT BUILDING ( ) Yes ( ) No

TEMPORARY SIGNS

SANDWICH BOARD/A FRAME—SHALL NOT EXCEED (8) EIGHT SQUARE FEET PER SIGN FACE AND SHALL BE NO TALLER
THAN FOUR FOOT IN HEIGHT. EACH SIGN, WHERE POSSIBLE, SHALL REMAIN TEN FEET OFF THE MAIN ENTRY TO THE ES-
TABLISHMENT.

PUSH-IN SIGNS—SHALL NOT EXCEED (6) SIX SQUARE FEET IN AREA.

FEATHER SIGNS - (EXCEPT IN THE HISTORIC DISTRICT AND NOT PART OF A SPECIAL EVENT OR MOBILE FOODS OPER-
ATION), STREAMERS, PENNANTS OR PRE-APPROVED BANNERS NOT TO EXCEED 32 SQUARE FEET IN AREA.

MEDIAN SIGNS—DOWNTOWN BUSINESSES ARE ALLOWED ONE MEDIAN SIGN ALONG OSBORNE STREET.

AIR OR GAS FILLED BALLOONS OR OTHER INFLATABLES - PERMITTED FOR SPECIAL EVENTS AND SHALL BE NO LARG-
ER THAN 300 CUBIC FEET.

BANNERS—BANNER LOCATIONS IN THE HISTORIC DISTRICT, OF WHICH, AT LEAST ONE SUCH LOCATION SHALL BE GUAR-
ANTEED PER BUSINESS OWNER, SHALL BE APPROVED PRIOR TO ADMINISTRATIVE APPROVAL, THROUGH THE CERTIFI-
CATE OF APPROPRIATENESS PROCESS IDENTIFIED IN CHAPTER 62 OF THE ST. MARYS MUNICIPAL CODE.

Applicant Signature: ___________________________________________ Date:____________________________

APPROVED: __________________________________________________ DATE: ____________________________

COMMUNITY DEVELOPMENT DIRECTOR/ASST.DIRECTOR

AMOUNT DUE: __________________ DATE PAID: __________________

PAID BY: ( ) CASH ( ) CREDIT CARD ( ) CHECK (LIST CHECK NO. ____________ )
Community Development Department Fee Schedule

All fees are subject to change by City Council

**Sign Permit**

*Temporary Sign Permit*

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner</td>
<td>$10 each</td>
</tr>
<tr>
<td>Flags</td>
<td>$10 each</td>
</tr>
<tr>
<td>Pennants</td>
<td>$10 each</td>
</tr>
<tr>
<td>Streamers</td>
<td>$10 each</td>
</tr>
<tr>
<td>A Frame Signs</td>
<td>$10 each</td>
</tr>
<tr>
<td>Media (1 permitted in Downtown only)</td>
<td>$20 each</td>
</tr>
</tbody>
</table>