



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: _____



City of St. Marys
Community Development

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

Sign Permit Application Form

Section A Sign Information

Sign Location _____ Date _____

Street Address _____ Parcel ID _____

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

Sign(s) Dimensions _____

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) _____

Section B Property Owner's Information

Address _____ City, State _____

Phone Number _____ Email _____

Owner / Applicant Signature: _____ Date _____

For Office Use

Filed _____

____ Approved _____ Denied

____ Cash _____ Credit Card _____ Check

So Ordered:

Signature

Date