



CITY OF ST. MARYS

**Community Development Department
418 Osborne Street - (912) 510-4032**

Sign & Installation Permit

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 process 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)
- Illustration(s) of proposed sign (includes dimensions, materials, color and location)
- Proof of ownership of property OR proof of rental agreement and owner authorization letter for sign installation
- Construction contract and/or contact information for sign company/installer
- 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



CITY OF ST. MARYS
SIGN & INSTALLATION PERMIT
Community Development Department
418 Osborne Street - (912) 510-4032

OWNER'S/BUSINESS NAME WHERE SIGN IS BEING PLACED: _____

ADDRESS: _____ Parcel #: _____

DATE: _____ SIGN COMPANY'S NAME: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

SIGN TYPE: () Wall () Monument () Pylon () Osborne St. Banner Other _____

SIGN ZONING: () C-1, C-2, C-3 () R-1, R-2, R-3, R-4, R-5 () I-L, I-G, I-A () Historic () MH

PHYSICAL DIMENSIONS OF SIGN: _____

COST OF SIGN: _____
(Includes value of sign and manufacturing costs of sign. You MUST provide this information to get permit.)

COMMERCIAL SIGNS

- Maximum of four (4) signs per lot, two (2) may be freestanding.
- Maximum square footage of all signs is 300 square feet.
- Maximum square footage for a freestanding sign is 125 square feet.
- Wall sign on front of building will not exceed 20% of front surface of building.
- Window signs may not occupy more than 20% of window.
- Signs shall be constructed at least ten (10) feet from property line or right-of-way line.
- Maximum sign height is 35 feet.
- No more than one (1) roof sign permitted and the sign must not extend more than five (5) feet above the roof.
- All signage will conform to standard building and electrical codes.
- **All signs must conform with, and be maintained per, the City of St. Marys Sign Ordinance.**

HISTORIC SIGNS

- All signs must have the Historic Preservation Commission approval prior to installation of sign.

REFERENCE THE SIGN ORDINANCE FOR SPECIFIC REQUIREMENTS WITHIN RESIDENTIAL, MANUFACTURED HOUSING, COMMERCIAL, HISTORIC, OR INDUSTRIAL ZONING.

YOU MUST ATTACH A SITE PLAN SHOWING THE LOCATION OF THE SIGN ON THE PROPERTY. SHOW PROPERTY BOUNDARIES, STRUCTURE LOCATIONS, AND ENTRANCES OR EXITS.

YOU MUST ATTACH A DRAWING OF THE SIGN SHOWING ALL DIMENSIONS SUCH AS HEIGHT, COLOR(S), AND PLACE-MENT OF SIGN ON PROPERTY, BUILDING, OR WINDOW.

OSBORNE STREET BANNER:

Banner must be at least 4' x 20' dimensionally. The Banner Sign Permit fee will be waived for any non-profit, religious, governmental or charitable organization, but will require a mounting fee. Banners will be flown for 30 days prior to the event and removed immediately following.

Owner/Applicant Signature: _____ **DATE:** _____

APPROVED: _____ DATE: _____
COMMUNITY DEVELOPMENT DIRECTOR/ASST.DIRECTOR

AMOUNT DUE: _____ DATE PAID: _____ PERMIT # _____

PAID BY: () CASH () CREDIT CARD () CHECK (LIST CHECK NO. _____)



CITY OF ST. MARYS
418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
COMMUNITY DEVELOPMENT: 912-510-4032

Property Owner's Authorization Letter

I (we): _____

Hereby Authorize: _____

Representative of: _____

To apply for, sign, and pick-up building permits for the following proposed work:

Job Location: _____

As property owner(s), I (we) hereby grant permission to the applicant referenced above to apply for, sign, and pick-up the permit for the work as indicated above. All work performed must meet all provisions of The City of St. Marys Building and Zoning Codes and the Laws of the State of Georgia, as applicable, whether specified or not. Contractors are required to have a Georgia Professional Contractors License.

(Property Owner or Person with Power of Attorney Signature)

(Date)

(Printed Name)

(Title)



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418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
COMMUNITY DEVELOPMENT: 912-510-4032

Community Development Department Fee Schedule

All fees are subject to change by City Council

<u>Estimated cost of sign</u>	<u>Permit Fee</u>
\$0.00-1,000.00- - - - -	\$50.00
\$1,000.01-2,000.00- - - - -	\$60.00
\$2,000.01-3,000.00- - - - -	\$70.00
\$3,000.01-4,000.00- - - - -	\$80.00
\$4,000.01-5,000.00- - - - -	\$90.00
\$5,000.01-6,000.00- - - - -	\$100.00
\$6,000.01-7,000.00- - - - -	\$110.00
\$7,000.01-8,000.00- - - - -	\$120.00
\$8,000.01-9,000.00- - - - -	\$130.00
\$9,000.01-10,000.00- - - - -	\$140.00
\$10,000.01-11,000.00- - - - -	\$150.00
\$11,000.01-12,000.00- - - - -	\$160.00
\$12,000.01-13,000.00- - - - -	\$170.00
\$13,000.01-14,000.00- - - - -	\$180.00
\$14,000.01-15,000.00- - - - -	\$190.00

(Cost increases \$10.00 per every \$1,000.00 in sign cost.)