



**CITY OF ST. MARYS**  
**Community Development Department**  
**418 Osborne Street - (912) 510-4032**

## **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 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)
- 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](mailto:planneroftheday@stmarysga.gov)



# CITY OF ST. MARYS, GEORGIA

PERMIT # \_\_\_\_\_

## TEMPORARY SIGN PERMIT Community Development Department 418 Osborne Street - (912) 510-4032

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
	( ) A FRAME	NUMBER OF A FRAME SIGNS:	_____	COST \$10 EACH
	( ) MEDIAN	Allowed (1) DOWNTOWN		COST \$20 EACH

PHYSICAL DIMENSIONS OF SIGN 1 \_\_\_\_\_

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 ESTABLISHMENT.

**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 OPERATION), **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 LARGER THAN 300 CUBIC FEET.

**BANNERS**—BANNER LOCATIONS IN THE HISTORIC DISTRICT, OF WHICH, AT LEAST ONE SUCH LOCATION SHALL BE GUARANTEED PER BUSINESS OWNER, SHALL BE APPROVED PRIOR TO ADMINISTRATIVE APPROVAL, THROUGH THE CERTIFICATE 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. \_\_\_\_\_)



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

**Community Development Department Fee Schedule**

All fees are subject to change by City Council

**Sign Permit**

**Temporary Sign Permit**

Banner	\$10 each
Flags	\$10 each
Pennants	\$10 each
Streamers	\$10 each
A Frame Signs	\$10 each
Media(1 permitted in Downtown only)	\$20 each

