



Community Development Department
**TEMPORARY GRAND OPENING/SPECIAL PROMOTIONS SIGNS
 PERMIT APPLICATION**

1500 Morrow Rd. Morrow, GA 30260 678.902.0924 (T) 770.960.3002 (F)

Application Date: ___/___/___

PERMIT NO.: _____

Property Owner Information:

NAME:	ADDRESS:
PHONE #:	EMAIL:

Tenant Information:

BUSINESS NAME:	ADDRESS:
CONTACT PERSON:	BUSINESS LICENSE No. / EXPIRATION DATE
PHONE #:	EMAIL:

Proposed Sign Information:

LOCATION OF SIGN/ADDRESS:	BANNER TYPE: <input type="checkbox"/> GROUND <input type="checkbox"/> WALL <input type="checkbox"/> WINDOW
DATES OF PROMOTION: [10-day max.] START: END:	WALL FACE SQ.FT.:
SIGN/ BANNER DIMENSIONS: ___ X ___ = ___ SQ. FT.	OTHER INFORMATION:

- a. No sign or banner shall exceed 40 square feet in area
- b. The maximum sign letter height of special signs is three feet
- c. Maximum timeframe:
 - a. Wall Banner (in lieu of permanent wall sign) is 60 days
 - b. Display of special signs must be separated by at least 30 days
 - c. Special signs are limited to no more than one promotion per calendar quarter
 - d. Such special signs are limited to three times per year for a maximum of ten days each

___ [Initial]] I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a sign permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. This application is hereby made according to the laws and ordinances of the City of Morrow to obtain a sign permit to erect, install, remove, replace, reface a sign in the City as described herein and shall be submitted with accompanying plans and specifications, to be located as shown on colored renderings and a site plan and, if granted, will conform to all laws and ordinances regulating the same. Proper permits must be obtained before work is begun or fees shall be doubled. I hereby attest that the signs erected will only be those signs approved by the City.

Date: _____ Printed Name: _____ Signature: _____

FOR OFFICE USE ONLY : (Processed and entered into the system)		
ZONING VERIFIED: _____	ACCEPTED BY: _____	DATE RECEIVED: _____
APPLICATION/PERMIT FEE: \$0	APPROVED/DENIED BY: _____	DATE: _____



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Checklist for Temporary Grand Opening/Special Promotion Signs:

Application/Fees/Review:

- Submit [Temporary Grand Opening/Special Promotions Sign Permit Application](#) to the Community Development department to include
 - Three (3) colored professional renderings of the existing and proposed ground or wall sign(s) on 8 ½"x 11" sized paper
 - Include height above grade [ground sign only]
 - Height x length (square footage) of the sign area
 - Provide footings detail [ground sign only]
 - Materials the sign is made of
 - Site Plan showing the distance from the right-of-way and the distance from other ground signs [ground sign only]
 - Copy of the Contractor's local Business License (if applicable)
 - Copy of the Contractor's Driver's License (if applicable)
- No fee is required
- 1-5 day review period
- Once approved, a Sign Permit will be issued by Community Development

Inspections:

- Once the temporary special/promotional sign is installed, you should contact the Community Development department to set up a sign inspection.