

Planning & Zoning Division: Application Checklist

The Planning and Zoning Division will accept Billboard Permit applications from individuals. The following information will be required in order to process a permit application per section 714 of the City Code of Marietta. Applications ***will not be accepted*** if they are incomplete.

REQUIRED Submission Documents

- ❑ Completed Billboard Permit application
- ❑ Building and/or Electrical Permits
- ❑ A Site/Survey Plan including a scaled drawing of the footprint of the sign structure showing its exact position in relation to nearby buildings, structures and streets
 - ❖ The Site/Survey Plan must indicate any existing structures or detached signs on the property and right-of-way width for all streets.
- ❑ Scaled structural elevation plans
 - ❖ Submitted structural elevation plans must accurately represent all proposed work and include a detailed description of work to be performed; including sign height (measured from road grade), modifications to support structure, and a detailed drawing of sign footing. Panel specifications, such as technology, weight, and panel dimensions are also required in the plans. All plans must be sealed by a structural engineer and use the current edition of state approved code.
- ❑ Indemnification Statement (*digital panel replacement only*)
 - ❖ Statement must be signed by appropriate representative(s) and notarized.
- ❑ Copy of approved GDOT Multiple Message Sign Permit (*all multiple message signs*)
 - ❖ Signature by City of Marietta staff on any GDOT Multiple Message Sign Permit does not constitute approval of a sign permit, nor shall it represent completion or review of all applicable zoning requirements. Applications must be identified by property address and parcel ID of sign location.
- ❑ Copy of approved Demolition Permit (*digital panel replacement only*)
 - ❖ Sign permits shall only be approved after receipt of a Certificate of Completion from the Public Works Department indicating that all relevant sign structures have been removed. Failure to submit a Certificate of Completion within 45 days of initial sign permit application will result in denial of said sign permit.
- ❑ A Site/Survey Plan including a survey of all billboard signs within 5,000 feet and adjacent zoning districts within 500 feet (*all multiple message signs*)
 - ❖ Plan must be sealed by a licensed surveyor
 - ❖ Any billboards within 5,000 feet containing multiple message technology must be noted on site/survey plan
- ❑ Pictures, labeled by property address and parcel ID, of existing billboard panels to be removed (*digital panel replacement only*)
 - ❖ Pictures must show sign panels and supporting structures in their entirety (both sides for two-sided structures) and include sign dimensions.



Billboard Permit Application

- ❖ INCOMPLETE SIGN PERMIT APPLICATIONS WILL NOT BE ACCEPTED
- ❖ INCOMPLETE, MISSING, OR INACCURATE INFORMATION FOR ANY OF THE REQUIRED SUBMISSION DOCUMENTS WILL RESULT IN IMMEDIATE DENIAL OF ANY SUBMITTED SIGN PERMIT APPLICATION

PART ONE: GENERAL INFORMATION

Name of Property Owner _____

Address: _____

Phone: _____

Name of Sign Owner *(if different from property owner)*: _____

Address: _____

Phone: _____

Contractor/Installer Company: _____

Contact Name: _____ Phone: _____

Company Address: _____

REQUIRED CONTACT INFORMATION:

24-HOUR EMERGENCY NOTIFICATION CONTACT

To be provided to City of Marietta Police Department

Name: _____

Phone: _____

24-HOUR MAINTENANCE CONTACT:

Name: _____

Phone: _____

Received by: _____

Date: _____

Time: _____



PART TWO: REMOVED SIGN STRUCTURES

(If applicable per Division 714 of the Comprehensive Development Code of the City of Marietta)

	Demo Permit Number	Address <i>(Street Name and Number)</i>	# Panels Removed	Area To Be Removed	Pictures with Dimensions
Location #1	_____	_____	_____	_____	____ Attached
Location #2	_____	_____	_____	_____	____ Attached
Location #3	_____	_____	_____	_____	____ Attached
Location #4	_____	_____	_____	_____	____ Attached
Location #5	_____	_____	_____	_____	____ Attached

**Additional locations may be attached as necessary*

PART THREE: SIGN DATA

Is the proposed sign a panel replacement of an existing sign structure? YES NO

Will the sign include LED (Light Emitting Diode) screens, plasma panels, or any similar electronic signage devices or technology? YES NO

What is the value of the existing sign structure? \$ _____

Estimated value of improvements \$ _____

Number of proposed/replacement sign panels _____

Direction(s) facing _____

Dimensions of sign panel(s) _____

Square footage of sign face (*copy area*) _____ ft²

What is the height of the existing sign structure (*measured from road grade*)? _____ ft

What is the height of the proposed sign structure (*measured from road grade*)? _____ ft

PART FOUR: ACKNOWLEDGEMENT

I, _____,
(Applicant's Name)

hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void. I further affirm that I will comply fully with the provisions of the sign code and any variances granted for the sign permits issued pursuant to the information contained in this application.

(Applicant's Signature)

(Date)



CITY OF MARIETTA
DIGITAL BILLBOARD INDEMNIFICATION AGREEMENT

WHEREAS, the undersigned _____ ("Company")
has applied for a permit to modify an existing legal non-conforming billboard panel to a digital
billboard panel; and

WHEREAS, in order to obtain a permit to construct the digital sign (the "Digital
Permit"), Company must remove certain other existing legal non-conforming billboards within
the City of Marietta; and

WHEREAS, Section 714.04.G.13.b.2 of the City Code of Marietta requires the applicant
for a Digital Permit, such as Company, to "indemnify, defend and hold harmless the city from
any legal actions taken by the property owner of existing sites in the implementation of this
ordinance".

NOW, THEREFORE, for and in consideration of the issuance of the Digital Permit and
\$1.00 and other good and valuable consideration, and in accordance with the requirements of
Section 714.04.G.13.b.2 of the City Code of Marietta, Company hereby agrees to indemnify,
defend and hold harmless the City of Marietta, its Mayor, its elected officials, its employees, its
agents, and any other firm or corporation charged or chargeable with responsibility or liability,
their heirs, administrators, executors, successors and assigns, from any and all claims, demands,
damages, costs, expenses, attorneys fees, loss of services, actions and legal actions arising out of
any act or occurrence up to the present time, or in the future for property damage, loss or
damages of any kind sustained or that may hereafter be sustained by the owners of any property
from which Company removes an existing billboard in conjunction with the issuance of the
Digital Permit and which legal action arises out of the implementation of Section 714.04.G.13.b
of the City Code of the City of Marietta.

The undersigned does hereby bind itself successors and assigns to repay to the said
parties listed above and to any other person, firm or corporation charged with responsibility or
liability.

This ____ day of _____, 20_____.

_____ ("COMPANY")

BY: _____

TITLE: _____

BY: _____

TITLE: _____

[SEAL]