



City of Cochran

P. O. Box 8

Cochran, GA 31014

(478) 934-6346 Fax (478) 934-3230

Completed application and fees are required at the time of submittal;
failure to provide this information will delay the processing of this application

SIGN PERMIT APPLICATION

#1 SITE LOCATION & DESCRIPTION

Name of Business or Organization Requesting Sign Permit _____

Site Address _____

Zoning District _____

Tenancy: Single Tenant Multi-Tenant

Variance applied Yes/No (circle one)

Date: _____

#2 SIGN TYPE

Temporary Start Date _____ End Date _____
Square footage _____
Height _____

If sign is over 6 feet in height, engineered sealed drawings are required.

Permanent Single-Face Double-Face
 Freestanding Attached LED Other _____
 Banner Interior Window
Illuminated? Yes No

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#3a SIGN DETAILS AND MEASUREMENTS

New Alteration Face Charge*

*Face Change – the removal and replacement of an individual plastic panel from an existing sign (usually multi-tenant). A face change does not require the replacement or modification of the sign frame, structure, or electrical components.

#3b SIGN DETAILS AND MEASUREMENTS

SIGN 1		SIGN 2		SIGN 3	
Sign Type		Sign Type		Sign Type	
# of Faces		# of Faces		# of Faces	
Horizontal Dimension	FT	Horizontal Dimension	FT	Horizontal Dimension	FT
Vertical Dimension	FT	Vertical Dimension	FT	Vertical Dimension	FT
Total Square Footage	SF	Total Square Footage	SF	Total Square Footage	SF
Store Frontage (multi-tenant attached units)	FT	Store Frontage (multi-tenant attached units)	FT	Store Frontage (multi-tenant attached units)	FT
Total Height Above Grade	FT	Total Height Above Grade	FT	Total Height Above Grade	FT
Setback or projection (if required)	FT	Setback or projection (if required)	FT	Setback or projection (if required)	FT

#4 OTHER DOCUMENTATION REQUIREMENTS

1. If any sign is over six (6') feet in height, then engineered sealed drawings are required.
2. Sign application must be accompanied by a registered survey depicting the specific location of the sign.
3. If the sign is to be located on private property, then a notarized statement from the property owner (s) must accompany the sign application.

#5 APPEALS PROCESS

An appeal may be filed with the City if an applicant or persons or entities that have legal standing in the challenged action, believe that there is error in any approval, denial, written interpretation, or decision made by City Manager, or his assignee, based on the interpretation or enforcement of the Sign Ordinance.

The appeal must be in the form of a written letter, signed and notarized, submitted to the City Clerk not later than ten (10) days from the date of denial.

A hearing before the Mayor and Council shall be held according to the published schedule. Following the consideration of all testimony, documentary evidence, and matters of record, the Mayor and Council shall make a determination on the appeal. An appeal shall be sustained only upon an expressed finding by the Mayor and Council that the City Manager's action was based on an erroneous finding of a material fact, or the action was in an arbitrary manner. In exercising its powers, the Mayor and Council may reverse or affirm, wholly or partly, or may modify the requirement, decision or determination appealed from, and to that end shall have all the powers outlined within Sign Ordinance and may issue or direct the issuance of a permit provided all requirements imposed by all other applicable laws are met.

Any person aggrieved by a final decision of the Mayor and Council may appeal such decision by filing a petition in writing with the Cochran Municipal Court setting forth plainly, fully, and distinctly why the decision is contrary to law. This appeal shall be filed within thirty (30) calendar days after the disputed final decision by the Mayor and Council is rendered.



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SIGN AFFIDAVIT

Personally Appeared: _____

Who on oath says that he/she is the applicant for the Sign Permits at the location(s) listed below and that all statements are true to the best of his/her knowledge and that the work to be performed is authorized by the owner.

Locations:

1. _____
2. _____
3. _____
4. _____

(Signature)

(Address)

Date

Cost: \$ _____

*\$25 for all Temporary Signs and for Permanent Signs up to 32 square feet

*\$50 for Permanent Signs that are more than 32 square feet