



Sign Design Review Application Guide

The Sign Ordinance and additional details on the review process may be found on Forsyth County's website by following this link: <https://www.forsythco.com/Departments-Offices/Planning-Community-Development/Inspections/Sign-Ordinance>. Sign requirements for Overlay Districts may be found in Chapter 21 of the [Unified Development Code](#) (UDC). Zoning District Performance Standards Tables for signs may be found on pages 20-23 of the Sign Ordinance.

Applicants should apply through the Customer Self-Service (CSS) portal at <https://www.forsythco.com/CSS>. Incomplete applications will not be accepted. When applicable, review comments will be uploaded to the portal; once the applicant addresses comments, the complete set of application documents (including business license, insurance and property owner(s) authorization forms) must be re-uploaded to the portal for another review by all departments.

General Requirements for all Sign Types:

- The sign review fee must be paid at the time of the application.
- Each sign requires a separate application, separate sign review fees, and a separate set of drawings. When applying for multiple signs on a single property, you must fill out an application for each sign, pay the fee and provide drawings for each sign.
- Applications must include the following:
 - A detailed plan with dimensions and square footage calculations for the sign face and, if applicable, for the building façade, as well as any proposed electrical components, support structures, or other improvements.
 - The Property Owner(s) Authorization form from our website, signed by the owner of the property where the sign will be located.
 - The Sign Contractor's current and up-to-date business license and liability insurance..

Additional Application Requirements for Freestanding Signs or Existing Sign Reface (Monument, Monument Blade, Ground, Pylon):

- Include a survey plat of the property that has been approved by the department, indicating the proposed sign location and the distance from the proposed sign to the property lines, structures, existing signs, utilities, paved surfaces and the right-of-way.
 - If the plat has not been approved by the County, the applicant may be required to go through the platting process. The minor plat process can be found on Forsyth County's website by following this link: <https://www.forsythco.com/Departments-Offices/Planning-Community-Development/Development-Review/Land-Development>
- The plan shall also include buffers, easements, utilities and the location and size of existing signs.
- **Special Requirements for Monument and Monument Blade Signs:**
 - Footing design details that are stamped by a registered civil engineer or landscape architect are required. These will be reviewed by the Building & Licensing Department. Please contact Melanie Halstead at mmhalstead@forsythco.com with questions on the Commercial Plan Review.
 - Monument signs are also reviewed by Forsyth County Water & Sewer or City of Cumming Utilities. Please contact Juan Morfa with Forsyth County Water & Sewer at jamorfa@forsythco.com or Heather McKeldin with Cumming Utilities at hmckeldin@cummingutilities.com with questions on the Water & Sewer Review.

Additional Information for Sign Devices Allowed for up to 10 Days (Air/Gas-filled balloons, Streamers, Pennants, Banners, Searchlights):

- Permits issued for this sign type allow usage for a period not exceeding ten (10) consecutive days.
- Permits for this sign type shall not be issued for the same lot at less than four (4) month intervals.
- All signs must be set back at least ten (10) feet from the right-of-way.
- Please refer to the Sign Ordinance for further information about these types of sign devices.
- A sign contractor is not required for these types of sign devices.
- Some Overlay Districts have specific requirements for sign devices allowed for up to 10 days.

Additional Information for Wall Signs:

- Display surface cannot project more than twelve (12) inches from the outside wall.
- If the sign includes a raceway, indicate raceway color and building color to align with any applicable Overlay requirements.

Additional Information for Window Signs:

- Each window sign shall be measured within the area of each individual window frame, not the total window area of a building window visible from a public street.
- Some Overlay Districts have specific requirements for window signs.

Additional Information for Canopy and Marquee Signs:

- Canopy signs must be hung from a canopy which is attached to a building.
- Signs on a canopy over fuel pumps shall be permitted as wall signs and not canopy signs per the allowances in the Sign Ordinance.
- Marquee signs are considered as wall signs for the purpose of the Sign Ordinance.
- A marquee sign is painted on, attached to, or hung from a roofed structure that is attached to and supported by a building projecting over a sidewalk or pedestrian zone

Additional Information for Blade Signs:

- Only applicable in the performance standards for neighborhood shopping districts, urban village, MPDs, pedestrian-oriented projects zoning districts, and on commercial, industrial, office residential lots that contain a planned, commercial, or industrial center.

Additional Information for Crown Signs:

- A sign applied or mounted to a wall surface of a building that is a minimum of four (4) stories in height.
- Allowed in commercial, office, M1 or specialty zoning districts.

This document is intended to serve as a general guide for Sign Design Review applications and is not inclusive of all sign design and architectural requirements. Refer to the Forsyth County Sign Ordinance and Unified Development Code for the Performance Standards and other relevant or required sign information. Please contact our office at 770-781-2115 with any questions.