



Application for Sign Design Review

Digital sign design review is available through the Customer Self-Service portal at <https://www.forsythco.com/CSS>. If you choose to submit digitally, this application is *not* required.

If you choose to submit a paper application, the department receives applications in person Monday through Friday, 8:30 am to 4:30 pm, excluding holidays. Incomplete applications will not be accepted.

General Requirements

- Complete a separate application for each sign. Review fee is required for each application.
- Do not include private/personal telephone numbers or email addresses.
- Applications must include a detailed plan of the sign, including any proposed electrical components, support structure, or other improvements. The plan must include dimensions and square foot calculations. The survey of the property. The business license and liability insurance of the Sign Contractor.

Additional Requirements 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.

Additional Requirements for Freestanding Signs

Include a survey plat approved by the department of the property indicating proposed sign location and the distance from the proposed sign to the property lines, structures, existing signs, paved surfaces and the distance from the proposed sign to the right-of-way. The plan shall also include buffers, easements, and the location and size of existing signs. Clearly delineate right-of-way prior to scheduling inspections. 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>

Additional Requirements for Monument Sign – Commercial Plan Review

For a monument sign, details including footing design are required and must be stamped by a registered civil engineer or landscape architect. The details with footing design must be reviewed by the Commercial Plan Review Division.

Banners (10 days)

- Banner signs may be a maximum size of thirty-two (32) square feet; cannot exceed three (3) on any given lot.
- All signs must be set back at least ten (10) feet from the right-of-way.
- Banners may be displayed for up to 10 consecutive days.
- No banner permit shall be issued for the same lot at less than four-month intervals.
- A contractor is not required for a banner permit.



Forsyth County Department of Planning & Community Development

110 E. Main Street, Suite 100 | Cumming, Georgia 30040 | 770-781-2115 | forsythco.com

FOR STAFF USE ONLY
DATE & TIME STAMP

Application for Sign Design Review

The review process and the Sign Ordinance can be found on Forsyth County's website by following this link: <https://www.forsythco.com/Departments-Offices/Planning-Community-Development/Inspections/Sign-Ordinance>.

A. SIGN TYPE: PLEASE CHECK THE APPROPRIATE SUBMITTAL TYPE

- Banner Monument Wall Sign Window Sign
 Other, please specify:

B. REQUESTED REVIEW:

- New Sign Replace Sign Change Content
 Other, please specify:

C. PROPERTY OWNER(S) AUTHORIZATION AFFIDAVIT:

This application must be signed by the owner as listed on the deed of record for the subject property or the agent assigned by the property owner. By signing below, applicant acknowledges and affirms that prior to submission of this application for a sign design review, applicant has read and reviewed Forsyth County regulations for signage, including the Forsyth County Sign Ordinance, and agrees to comply with all regulations.

Property Owner Name: _____

Property Owner Address: _____

Business Phone: _____ Email Address: _____

Signature of Owner/Assigned Agent: _____

D. APPLICANT INFORMATION:

Name of Applicant: _____

Name of Sign Contractor: _____

Applicant Address: _____

Business Phone: _____ Business Email: _____

E. DETAILS OF PROPOSED WORK

Address of Proposed Sign:

Direction to property from nearest major intersection:

Project Name: _____ Sign Text: _____

Total Square Feet of Sign Face: _____

Identify the aggregate square feet of sign face for all signs on the property:

Gross building space of tenant requesting the sign: _____

Linear feet of road frontage: _____

Setback from Right-of-Way: _____

Façade dimensions: _____

Will the sign have lighting? Internal Lighting External Lighting No Lighting

Is the sign visible from State Route 400 (Georgia 400)? Yes No

Will the sign utilize an existing branch circuit? Yes No

Will the sign include the installation of underground electrical power? Yes No

Will the sign include the installation of an electrical service meter? Yes No

Is sign attached to the ground and dependent on the ground for support? Yes No

Value of proposed sign or the value of the modification to existing sign:
