



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.

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.

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.

FOR STAFF USE ONLY
DATE & TIME STAMP

Requirements for sign submittals

- Business License of Sign Contractor
- Liability Insurance of Sign Contractor
- Property Owner Authorization
- Sign Drawing Plans
- Survey of the Property

A. SIGN TYPE:

- Banner
- Monument
- Wall 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.

Owner Name: _____
Property Owner Address: _____
Business Phone: _____ Business Email: _____
Signature of Owner/Assigned Agent: _____

D. APPLICANT INFORMATION:

Name of Business: _____ Name of Contact: _____
Contractor: _____ Business Phone: _____
Applicant Address: _____

E. DETAILS OF PROPOSED WORK

Sign Text/Project Name: _____

Address of Proposed Sign: _____

Direction to property from nearest major intersection:

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:
