

## **Sign Application Procedure**

1. Obtain sign application from City Clerk.
2. Complete paperwork including plat of property for location of sign and dimension and construction of sign (both drawn to scale).
3. Provide a certificate of liability insurance to City upon request prior to the issuance of a sign permit.
4. See that signs are in accordance to rules by Zoning District. (Sec. 1.4)
5. Present all completed paperwork to City Clerk.
6. Pay any permit fees as directed in the Master Fee Schedule (Sign Ordinance Sec. 1.3 #8)
7. Begin sign construction within at least six (6) months of issuance of a permit, and complete within twelve (12) months of the date of issuance.
8. For additional information, see Sign Ordinance. (Can be obtained from City Clerk)

2018 Version

<b>III. Development and Construction Fees</b>
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Sign Permit – Permanent	\$150.00
Sign Permit – Banner	\$25.00
Sign Variance	\$300.00
Sign Variance – Minor	\$75.00
Demolition Permit	\$100.00
Certificate of Occupancy	Set by/ Payable to County
Certificate of Occupancy, Temporary/Partial	Set by/ Payable to County
Certificate of Completion	Set by/ Payable to County
Land Disturbance Permit – Initial	\$350.00 + \$40.00 per acre
Land Disturbance Permit – Re-Submittal	\$200.00
Preliminary Plat Review – Initial	\$350.00 + \$5.00 per acre
Preliminary Plat Review – Re-Submittal	\$200.00
Construction Plan Review – Initial (with Preliminary Plat)	\$50.00
Construction Plan Review – Re-Submittal (with Preliminary Plat)	\$50.00
Construction Plan Review – Initial (without Preliminary Plat)	\$350.00
Construction Plan Review – Re-Submittal (without Preliminary Plat)	\$200.00
Final Plat Review – Initial	\$350.00 + \$5.00 per acre
Final Plat Review – Re-Submittal	\$200.00
Inspections outside of normal business hours	\$75.00 / hr. (minimum 2 hours)
Re-inspection Fee	\$50.00 / hr. (minimum 1 hour)
Inspections for which no fee is specifically indicated	\$50.00 / hr. (minimum 1 hour)
Use of outside consultant or expedited plan checking and inspections, or both	150% of normal fees (\$500.00 minimum)

## City of Young Harris Sign Permit Application

Name of Applicant for Sign Permit: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Street Address of Property upon which sign is to be located:

\_\_\_\_\_  
**(Include plat map of property, drawn to scale, showing all existing structures, including existing signage and proposed location of sign for which you are applying.)**

Name and Dates of Event: \_\_\_\_\_  
(For temporary signs)

Type of sign to be erected: \_\_\_\_\_

Total area of sign (square ft.): \_\_\_\_\_

Sign Height: \_\_\_\_\_ Shape of Sign: \_\_\_\_\_

How will sign be mounted? \_\_\_\_\_

Size of parcel on which the sign is to be placed: \_\_\_\_\_

Distance of sign from closest adjacent sign in either direction: \_\_\_\_\_

**(Include a drawing of the proposed sign showing dimensions, construction specifications and a sketch on a plat of the property showing the sign location.)**

Name, street address, and phone number of all owners of the real property upon which the subject sign is to be located: \_\_\_\_\_

\_\_\_\_\_  
Name, address and phone number of the sign contractor(s): \_\_\_\_\_

\_\_\_\_\_  
Does proposed sign construction require an electrical connection? Yes / No

\*If yes, the electrical contractor shall obtain an electrical permit and provide a copy to the City.

\*I certify that I have reviewed the sign ordinance and the sign meets the requirements of the Sign Ordinance. The Applicant signing this statement acknowledges he/she is responsible and, if not in compliance, they may be asked to either remove the sign or correct the problem.

\*The applicant applying for the sign permit herein herewith acknowledges the City of Young Harris is merely approving the sign permit per the sign ordinance and by signing this application, the applicant herein agrees to hold harmless and indemnify the City from liabilities stemming from the placement of the sign. This indemnification is agreed to for purposes of insuring the City has no liability in regard to the building, structure, or the like of the sign applied for.

\*The City reserves the right to require a certificate of liability insurance where applicable.

Signature of Applicant Applying for the Sign:

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner of Land:

\_\_\_\_\_ Date \_\_\_\_\_

For Office Use Below

Square foot on face: \_\_\_\_\_ Amount paid: \$ \_\_\_\_\_

(See Section 1.3.8)

Denial/Accept: \_\_\_\_\_ Planning Commission Rep: \_\_\_\_\_ Date \_\_\_\_\_

Denial/Accept: \_\_\_\_\_ City Council: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mayor:

\_\_\_\_\_ Date \_\_\_\_\_