



Paulding County Community Development / Planning & Zoning Division  
 240 Constitution Blvd., 2<sup>nd</sup> Floor, Dallas, GA 30132  
 Phone: 770-443-7601 / E-mail: [comdev@paulding.gov](mailto:comdev@paulding.gov)

**Sign Review Application**  
 Fee: \$30.00

BUSINESS OWNER INFORMATION	
Owner	
Business Name	
Name of Shop Center	
Street Address	
City/State/Zip	
Phone & E-mail Address	
Copy of In-State (GA) OTC (Business License) or copy of Building Permit if project is under construction.	
_____ Signature of Business Owner and Date	
PROPERTY OWNER INFORMATION	
Owner	
Street Address	
City/State/Zip	
Phone & E-mail Address	
As the property owner, I hereby give permission and consent to the placement, maintenance, size and height of the subject sign to be placed on the referenced property. Applicant/Owner agrees to abide by all County and State regulations.	
_____ Signature of Property Owner and Date	
_____ Signature of Notary and Date	
_____ Date Notary Commission Expires	<i>Place Notary Seal Above</i>
SIGN COMPANY INFORMATION	
Applicant	
Owner	
Street Address	
City/State/Zip	
Phone & E-mail Address	
Copy of In-State (GA) OTC (Business License)	
I hereby certify that the sign described herein will be used in accordance with all applicable zoning ordinances and laws governing Paulding County.	
_____ Signature of Sign Company Owner and Date	

<b>SIGN INFORMATION</b>	
Property Address:	
Tax Parcel I.D. #	Zoning Classification:
<b>Wall Sign</b>	
Total square footage of sign:	Value of sign:
<b>Monument Sign</b>	
Total square footage of sign:	Value of sign:

### Requirements for Completing Sign Review Application

1. The property where the sign will be located must be in an allowable zoning district. See Zoning Ordinance, Article XII amendment for details; which may be found on-line at [www.paulding.gov](http://www.paulding.gov).
2. A color drawing of the sign depicting wording, dimensions, square footage and per linear foot of lot frontage or per linear feet of each wall must be clearly stated.
  - a. The square foot area per sign and the aggregate square foot area of all signs if there is more than one (1) sign.
  - b. Wall signs: One set of building elevations.
  - c. Monument signs: A signed engineer drawing or survey to scale showing the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries, required setbacks, and all existing structures or buildings on the subject property.
  - d. Sign details: Including a proposed color scheme of sign, and scaled elevation of the size and height of the proposed sign from ground level and adjacent street level.
3. Such other additional information as may be requested by the Paulding County Staff.
4. Applicant acknowledges and accepts all responsibility for the completeness of the application as presented. If, upon review by Staff, any information is lacking, unclear, or deemed incomplete by Staff, applicant understands the application may be denied. A new application must then be presented with an additional fee.
5. Copy of In-State (GA) Occupational Tax Certificate (Business License) from the applicant (Sign Company).
6. Copy of In-State (GA) Occupational Tax Certificate (Business License) or Building Permit if project is under construction from the business requesting the sign.

### THINGS TO KNOW

- Application will not be processed if it is incomplete, and until payment is made. Fee: \$30.00
- Allow 5 to 10 business days to process.
- Checks need to be payable to the Paulding County Board of Commissioners.
- You will be contacted by phone or e-mail with approval or denial of request.

### HOW TO SUBMIT APPLICATION

- **E-mail to:** [comdev@paulding.gov](mailto:comdev@paulding.gov), then call 770-443-7601 to make payment with a credit/debit card. Should you have to leave a message state that you need to make a payment, type application the payment is for, your business name, and your name.
- **Mail to:** Paulding County Community Dev., Planning & Zoning Div., 240 Constitution Blvd., Dallas, GA 30132, with check.
- **In person:** Paulding County P&Z Office, 2nd Floor, 240 Constitution Blvd., Dallas, GA 30132, with payment.

<b>FOR OFFICE USE ONLY</b>	Permit #:
Approved:	Disapproved:
Reason:	
Reviewed By:	Review Date: