



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)

## Billboard Review Application

Fee: \$500.00

PROPERTY OWNER INFORMATION	
Owner	
Street Address	
City/State/Zip	
Phone & E-mail Address	
<p>As the property owner, I hereby give permission and consent to the placement, maintenance, size and height of the subject billboard to be placed on the referenced property. Owner agrees to abide by all County and State regulations.</p> <p>_____</p> <p>Signature of Property Owner and Date</p> <p>_____</p> <p>Signature of Notary and Date</p> <p>_____</p> <p>Date Notary Commission Expires <span style="float: right;"><i>Place Notary Seal Above</i></span></p>	
SIGN COMPANY INFORMATION	
Applicant	
Owner	
Street Address	
City/State/Zip	
Phone & E-mail Address	
Copy of In-State (GA) OTC (Business License)	
<p>I hereby certify that the sign described herein will be used in accordance with all applicable zoning ordinances and laws governing Paulding County.</p> <p>_____</p> <p>Signature of Sign Company Owner and Date</p>	
BILLBOARD INFORMATION	
Property Address:	
Zoning Classification:	Tax Parcel #:
<b>Billboard</b>	
Total square footage of billboard:	Value of billboard:

## Requirements for Completing Billboard Review Application

1. Billboards may be located in Highway Business District (B-2, Light Industrial District (I-1) or Heavy Industrial District (I-2). See Zoning Ordinance, Article XII amendment for details; which may be found on-line at [www.paulding.gov](http://www.paulding.gov).
2. A rendition of the billboard depicting wording, dimensions, and square footage.
  - a. A signed and sealed site plan to scale prepared by a registered engineer or surveyor showing the property upon which the subject billboard is to be located, the proposed location of subject billboard on subject property, the distance of the proposed billboard from the subject property's boundaries, required setbacks, and all existing structures or buildings on the subject property.
  - b. Sign details, including a proposed color scheme of billboard, and scaled elevation of the size and height of the proposed billboard from ground level and adjacent street level.
  - c. The lot on which the billboard is located showing sufficient area to accommodate the Fall Zone, and excepting.
3. Copy of GDOT permit.
4. Applicant acknowledges and accepts all responsibility for the completeness of the application as presented. If, upon further review by Staff, any information is lacking, unclear, or deemed incomplete by Staff, applicant understands the application will not be processed until such information is addressed and provided.

### THINGS TO KNOW

- Application will not be processed if it is incomplete, and until payment is made. Fee: \$500.00
- 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.
- See page 3 of application for Site Plan Requirements.

### 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:

## PAULDING COUNTY BILLBOARD APPLICATION SITE PLAN REQUIREMENTS

- Site Development Plan prepared by a Registered Surveyor or Engineer, (with professional seal affixed and signed) drawn to scale of the subject property
- Scale (graphic and verbal)
- Show distance of a minimum of seven hundred fifty (750) feet along the same road side from any other Billboards or Freestanding Sign (except Standard Informational Signs)  
(The proposed billboard location must have an existing commercial or industrial land use or a commercial or industrial development permitted on the site with a minimum of fifty percent (50%) of the primary structure completed)
- Depiction that the lot on which the billboard is located shall have sufficient area to accommodate the Fall Zone, and excepting the sign, no buildings or structures shall be contained in the Fall Zone
- Billboard height (Maximum of thirty-five (35) feet)
- Exact size and location of Billboard and of all buildings on the parcel and adjoining parcels
- State proposed use of property(s) within the requested zoning classification
- Required and proposed setbacks and buffers  
(Any portion of the sign must be a minimum ten (10) foot setback from public or private road right-of-way and adjacent property lines for all portions of the billboards)
- Parking areas, number of spaces, including access points
- Show distance from the access point(s) in both directions to all curb cuts, driveways, easements and all points of ingress/egress on both sides of the road within 500 feet of property lines
- Current Location/Vicinity map
- North arrow
- Land Lots/District/Section depicted on plan and in description box
- City and/or County boundary lines depicted on plan; if applicable
- Bearings and distances
- Adjoining and proposed streets (paving and right-of-way widths)
- Total acreage (must match application, legal description and survey)
- Topography depicted at a minimum 20 foot contour intervals clearly marked and labeled
- Show creeks, streams, lakes etc. with required bank buffers (50 foot undisturbed buffer and an additional 25 foot impervious buffer (total of 75 feet) on each side of stream banks) or note if not applicable
- Identify flood plain area and note flood plain elevation
- Must reference new FIRM panel numbers dated 9/29/06 and show limits of the 100-year flood plain and acreage of flood plain within property limits or note if not applicable
- Detention/Retention areas or note if not applicable
- Easements of any type; or note if not applicable
- Utility easements or note if not applicable
- Cemeteries, Architectural, or Archeological landmarks, or note if not applicable
- Property owners and zoning category of adjacent properties depicted on site plan
- Georgia DOT permit number noted
- Applicant may also be required to furnish additional material that may aid in the understanding of the request