



City of Cordele
Planning and Community Development Department
 501 North 7th Street
 Cordele, GA 31010
www.cordelega.gov

Sign Permit Application

This application is required for all commercial, industrial, and residential signs. All applications must be completed, signed, notarized and submitted in accordance with the adopted Zoning Ordinance. Incomplete applications will not be accepted. This application package consists of:

Cover Page

Application

Property Owner(s) Authorization Affidavit

Submittal Requirements:

Category	Sign Related Permits	Required Documents									
		Completed Application	*Property Owner Authorization	Site Plans or Survey of Property	Sign Structure Plans & Elevations	Site Photos (existing & proposed)	Engineering Letter	Drivers License	Business License	Sign Variance (if applicable)	Condition Use Permit (if applicable)
Sign Types	Entrance Sign	x	x	x	x	x	x	x	x	x	
	Freestanding Sign	x	x	x	x	x	x	x	x	x	
	Wall Sign	x	x	x		x		x	x	x	
	Billboard	x	x	x	x	x	x	x	x	x	x
	Temporary Sign	x	x		x	x		x	x	x	
	Internal Sign	x	x	x	x	x		x	x	x	
	Menu Board	x	x	x	x	x	x	x	x	x	
	Monument Sign	x	x		x	x		x	x	x	
* Letter of Authorization must be Notarized											

**For additional information, see Article IX of the City of Cordele Zoning Ordinance.*

Note: Submittal of a sign permit application requires zoning review, plans review, and inspections.



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Sign Application

Property Information

[Shaded Area for Office use only]

Parcel #(s):			Date Received:	
Address:		City	State	Zip
Business Name:		Tel#	Email	
☐ Any Applicable Zoning Districts: Y / N ☐ 16th Avenue ☐ 7th Street ☐ [iWorQ Number] _____				
Zoning Classification:	Any Applicable Variance: ☐ Yes ☐ No	Temporary Sign ☐ Yes ☐ No	Permanent Sign ☐ Yes ☐ No	

Owner/Applicant

Owner Name:			Applicant/Contractor:		
Address			Address		
City	State	Zip	City	State	Zip
Tel#	Mobile #		Tel#	Mobile #	
Email			Email		

Proposed Sign Information

Free Standing Signs:	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost \$
Wall Signs: How Many: _____	Dimensions: _____ Face Area _____	Building Front Elevation Dimensions: _____ (See Sign Ordinance for total area of all sign face(s) and wall signage. i		
Total Sq. Ft. _____	Dimensions: _____ Face Area _____			
Estimated Cost: \$ _____	Dimensions: _____ Face Area _____			
	Dimensions: _____ Face Area _____			
Entrance Signs: How Many: _____	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost \$
	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost \$
Billboard: Estimated Cost: \$ _____	Structure Dimensions: _____ Face Area _____ Height: _____ Setback from property Line _____			
Temporary Sign:	Dimensions: _____ Façade Dimensions _____	Only One Banner is allowed per code and must be 10% of the facade		
Monument Signs:	Dimensions: _____ Face Area _____ Setback from property Line _____			
Internal Sign (signs within any development)	Structure Dimensions: _____ Face Area _____ Height: _____ Setback from property Line _____			
Menu Board	Estimated Cost: \$ _____			
Estimated Cost: \$ _____	Dimensions: _____ Total Face Area _____		Only one sign per drive through	
Proposed Window Signs:	Total signage not to exceed twenty (20%) of all window areas			



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Existing Sign Information

Free Standing Signs:	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost \$
Wall Signs: How Many: _____ Total Sq. Ft. _____ Estimated Cost: \$ _____	Dimensions: _____ Face Area _____	Building Front Elevation Dimensions: _____ (Total area of all wall signage is not to exceed ten (10) percent of building façade or two hundred (200) square feet, whichever is less)		
	Dimensions: _____ Face Area _____			
	Dimensions: _____ Face Area _____			
	Dimensions: _____ Face Area _____			
Entrance Signs: How Many: _____	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost \$
	Height: Width: Total Square Footage:	Face Area:	Setback from Property Line:	Estimated Construction Cost \$
Billboard: Estimated Cost: \$ _____	Structure Dimensions: _____ Face Area _____ Height: _____ Setback from property Line _____			
Temporary Sign:	Dimensions: _____ Façade Dimensions _____	Only One Banner is allowed per code and must be 10% of the facade		
Monument Signs:	Dimensions: _____ Face Area _____ Setback from property Line _____			
Internal Sign (signs within any development) Estimated Cost: \$ _____	Structure Dimensions: _____ Face Area _____ Height: _____ Setback from property Line _____			
Menu Board Estimated Cost: \$ _____	Dimensions: _____ Total Face Area _____	Only one sign per drive through		
Proposed Window Signs:	Total signage not to exceed twenty (20%) of all window areas			

Note: Billboard requires Zoning Conditional Use Permit (CUP) before applying for a Building Permit.

I hereby certify that the sign described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Planning and Community Development within Crisp County, Georgia.

Signature of Applicant

Date

Printed Name of Applicant



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229-276-2915

Property Owner(s) Authorization

I, _____ swear and affirm that I am the owner of the property
(Property Owner's Name)

at _____, as shown on the Tax Map and/ or deed
(Property address or parcel number)
Records of Crisp County, Georgia.

I hereby authorize _____ to act as the applicant or agent in
(Applicant Name)
pursuit of the development requested on this property.

(Signature of Property Owner)

Personally appeared before me on this _____ day of _____, 20_____.

My Commission expires on_____.

(Notary Signature/ Seal)

(Date)