

Bartow County
Bartow County Sign Registration Form
Department of Planning & Zoning
135 West Cherokee Avenue, Suite 135
Cartersville, Georgia 30120
770.387.5007

(Completed by Zoning Office)

Date Submitted: _____ **Property Zoned:** _____

Upon receipt of a properly completed registration, the County shall examine and process the registration within **ten (10) working days**. The County reserves the right to take legal action to remove signs erected in violation of this ordinance.

\$25.00 Registration Fee required for all sign requests.

Cash or Checks accepted. Checks must be made payable to the BARTOW COUNTY ZONING DEPT.

All applicants are to complete the following:

Name of subject property owner: _____

Name of applicant if different from property owner: _____

Owner/Applicant Address: _____

Contact Information: Work/Cell #: _____ Fax: _____ Email: _____

Subject Property Description

Tax Parcel #: _____ Area of Property: _____ acres/sq.ft.

Address and/or Road Name: _____

Description of existing signs: _____

Zone Classification of property: _____

Size of Commercial Building on property, if applicable: _____ sq.ft.

The following information must be included with permit registration:

___ Site plan showing the location of the sign on the lot, indicating setbacks and distances to property line and rights-of-way;

___ Elevation drawing showing the height and dimensions of sign face and height of sign structure;

___ Square foot area per sign face and the aggregate square foot area if there are more than one sign face;

___ Provide Road Department /Engineering Department Approvals for sign placement and compliance. Stake location of proposed sign and contact Paul Woodward, Engineering Department at 770.387.5067 for approval.

Electrical Permits may be required by the Building Inspections Department

Contact the Building Official at 770.387.5005 with questions regarding building requirements below:

___ Signs using electrical wiring and connections (i.e. illuminate signs), as well as larger signs of 100 square feet, may require a building/electrical permit with inspection permit fees;

___ Signs more than 100 square feet have to submit engineering plans for the structure and its footings.

Register one sign per page. Please make additional copies of this page for more than one sign request

Existing Sign Description

Total **NUMBER** of all **existing** signs: _____

Total **AREA** of all **existing** sign faces: _____

Description of existing signs: _____

Proposed Sign Description

Check Type of Proposed Sign:

Ground Sign Window Sign Wall Sign Monument-Style with EVMC
(ONLY ALLOWED IN C-1 & CN ZONES)

Is **proposed** sign Double sided: Yes _____ No _____ Total sq. ft. of proposed **single** sign face: _____ sq.ft.

Total **AREA** of **all** proposed sign face(s); _____ sq.ft.

Height of proposed sign, *including pole for ground signs*: _____ ft.

Proposed sign Length: _____ ft. Proposed sign Height (*excluding pole for ground signs*) _____ ft.

FOR EVMC (Electronic Variable Message Center) Signs:

*****EVMC SIGN SPECIFICATION INFORMATION MUST BE ATTACHED TO THE APPLICATION.*****

Sign face: _____ Sq.ft. (*Max. area 35 Sq. Ft. per sign face*) EVMC Total Area: _____ sq.ft.

EVMC Message Changes: _____ Sec. (*Max. once per 10 seconds*)

Illumination: _____ Ft. candles (*Max. 60 ft. candles when energized*)

Brightness Level: _____ Nits (*Max. 5,000 Nits during daylight, 500 Nits between dusk and dawn*)

Automatic Dimming: _____ (*All EVMC signs are required to have an automatic dimming function*)

Please note: EVMC portion of sign shall be embedded into the sign face, monument-style, Max. Height 20 ft.

I hereby swear that all the above information is true and correct to the best of my knowledge and this registration request meets all the requirements of the *Bartow County Sign Ordinance*. I acknowledge that Zoning registration does not constitute full approval for a sign. Approval from other departments or agencies may be required for a sign to be lawful. A party seeking to erect a sign should consult with the GA DOT, the Bartow County Engineering, Road and Building Inspections Departments prior to construction of a sign to ensure that all applicable regulations are observed.

Applicant Name: _____ Applicant Signature: _____
(please print)

(Completed by Zoning Office)

Registration Fee: \$25.00 Registration Fee accepted by: _____

Sign Request Approved* Denied Zoning Department: _____

***CONDITIONED APPROVAL: ENGINEERING AND ROAD DEPT. APPROVAL REQUIRED FOR SIGNS LOCATED WITHIN 20 FT. OF ROW.**

Applicant has 30 days to appeal this decision to the Bartow County Board of Zoning Appeals.