# Temporary Sign Permit Application

City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6800
Fax: (770) 396-4828

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Dunwoody shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review this checklist, complete the Temporary Sign Application form attached, and deliver them with all required supplemental documents to the City of Dunwoody Community Development Department, located at 41 Perimeter Center East, Dunwoody, GA 30346.

Each temporary sign permit will be valid for a period not to exceed two weeks, and a permit is valid for up to two signs of not more than 24 square feet each. Each parcel is allowed a total of three temporary sign permits per calendar year. Please note the number of previous permits you have received on the application to ensure you do not exceed this maximum. Sign must not be placed in the Right of Way, approximately 10 feet from the curb's edge.

- ❑ Completed application with all applicable information.
- ❑ Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.
- ❑ The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected. *Attach a separate illustration as necessary.*
- ❑ There is **no application fee** for temporary signs.

Note: Each application shall contain an agreement to indemnify and save and hold the City harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure. Each applicant shall present to the Department, upon request, a certificate of liability insurance prior to the issuance of a sign permit.

***Incomplete applications are considered non-compliant and will not be processed.***

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|---|---|---|---|
| **Subject Property** | Address: | | |
| | | | |
| | Parcel ID: | Lot Size: ❑ s.f. ❑ acre | |
| **Applicant Information** | Business Name: | | |
| | Contact Name: | | |
| | Address: | | |
| | Phone: | Fax: | Email: |
| **Property Owner** | Owner's Name: | | |
| | Owner's Address: | | |
| | Phone: | Fax: | Email: |
| **Sign Description** | Banner Information | | |
| | Display Date: | | |
| | Expiration Date: | | |
| | # of Banners: | | |
| | Color & Material: | | |
| | Dimensions: | | |
| | # of Previous Displays this Calendar Year: | | |
| | Content of Banner: | | |
| **Sign Contractor** | Company Name: | Occupational Tax Certificate #: | |
| | Contact Name: | | |
| | Address: | | |
| | Phone: | Fax: | Email: |
| | Will contractor install sign? ❑ Yes ❑ No | Property Owner's permission to install sign? ❑ Yes ❑ No | |
| **Signatures** | *I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Dunwoody Zoning Ordinance.* | | |
| | Applicant's Name: | | |
| | Applicant's Signature: | Date: | |
| | Property Owner's Name: | | |
| | Property Owner's Signature: | Date: | |
| **Staff** | Staff Only | | |
| | Received by: | Decision: | Date: |
| | Permit Number: | Permit Issued Date: | |