




Permanent Sign Application

Signs are regulated by Athens Zoning Ordinance §6.8 “Sign Regulations”, which is available on the City’s website (www.AthensAlabama.us). Signs that do not fall within the rules of the Zoning Ordinance can **NOT** be approved by the Zoning Official. The aggrieved party may appeal to the Board of Zoning Adjustment for a variance.

NOTE: TEMPORARY SIGNS – There is a separate Temporary Sign application. All temporary signs require ES&CD department approval BEFORE the sign is erected.

CHECKLIST

 A fillable form is available on our website www.AthensAlabama.us, under the Services menu > Applications and Forms.

<input type="checkbox"/> Application (this document)	
Attached Sign(s) <input type="checkbox"/> Scaled drawing/photograph of the building’s façade <input type="checkbox"/> Scaled drawing or other graphic depiction of sign	Detached Sign(s) <input type="checkbox"/> Accurate scaled plot plan <input type="checkbox"/> Sign detail drawings (dimensions/face) <input type="checkbox"/> Engineer stamped drawings for new signs and signs being structurally altered.

Application Date _____

Business/Project Name _____

Business/Project Address (or describe location) _____

Zoning District _____

APPLICANT

Name _____

Mailing Address _____

Phone Number _____

E-mail Address _____

SIGN COMPANY

Company _____

Contact Name _____

Mailing Address _____

Phone Number _____

E-mail Address _____

Contract Price \$ _____

Note: Permit fee is the contract price X 0.006 + \$25 issuance fee, or \$75 (whichever amount is greater) due at the time of pulling the permit from the Building Inspection Dept. Contract amounts under \$8,335 will have a total permit fee of \$75.

TYPE(S) OF SIGNS

Specify number of each type of signs. Omit, if it does not apply to application.

_____ Attached Accessory
_____ Detached Accessory
_____ Business center sign
Direction signs: _____ on-premises _____ off-premises

Other sign types (please specify) _____

Total number of signs _____

NARRATIVE

Provide a narrative for the work to be performed, if narrative was not provided on the drawings.

APPROVAL PROCESSES

Location and size of new detached signs are to be reviewed by the Athens Electric Department. Chief Building Inspector reviews detached signs and projecting signs. Additional approval processes listed under “portion for Zoning Official to fill out” section, which are project dependent.

SUBMIT APPLICATION TO:

Email application to signs@athensal.us
City Hall, 200 Hobbs Street West, Athens, AL 35611
Questions → Zoning Official, 256-233-2224

AFTER APPROVAL

- Any contractor erecting or installing signs must have current year Business License from Athens City Clerk’s Office (256-233-8720) located at City Hall.
- After the sign has received approval, the applicant must obtain a permit from the Building Inspection Department (256-233-8715, located at City Hall) **BEFORE** erecting the sign.

PORTION FOR ZONING OFFICAL TO FILL OUT

SIGN PROJECT REQUIRES APPROVALS FROM A BOARD

- Certificate of Appropriateness from Historic Preservation Commission (Code of Athens §66-92)
- Requires Planning Commission approval

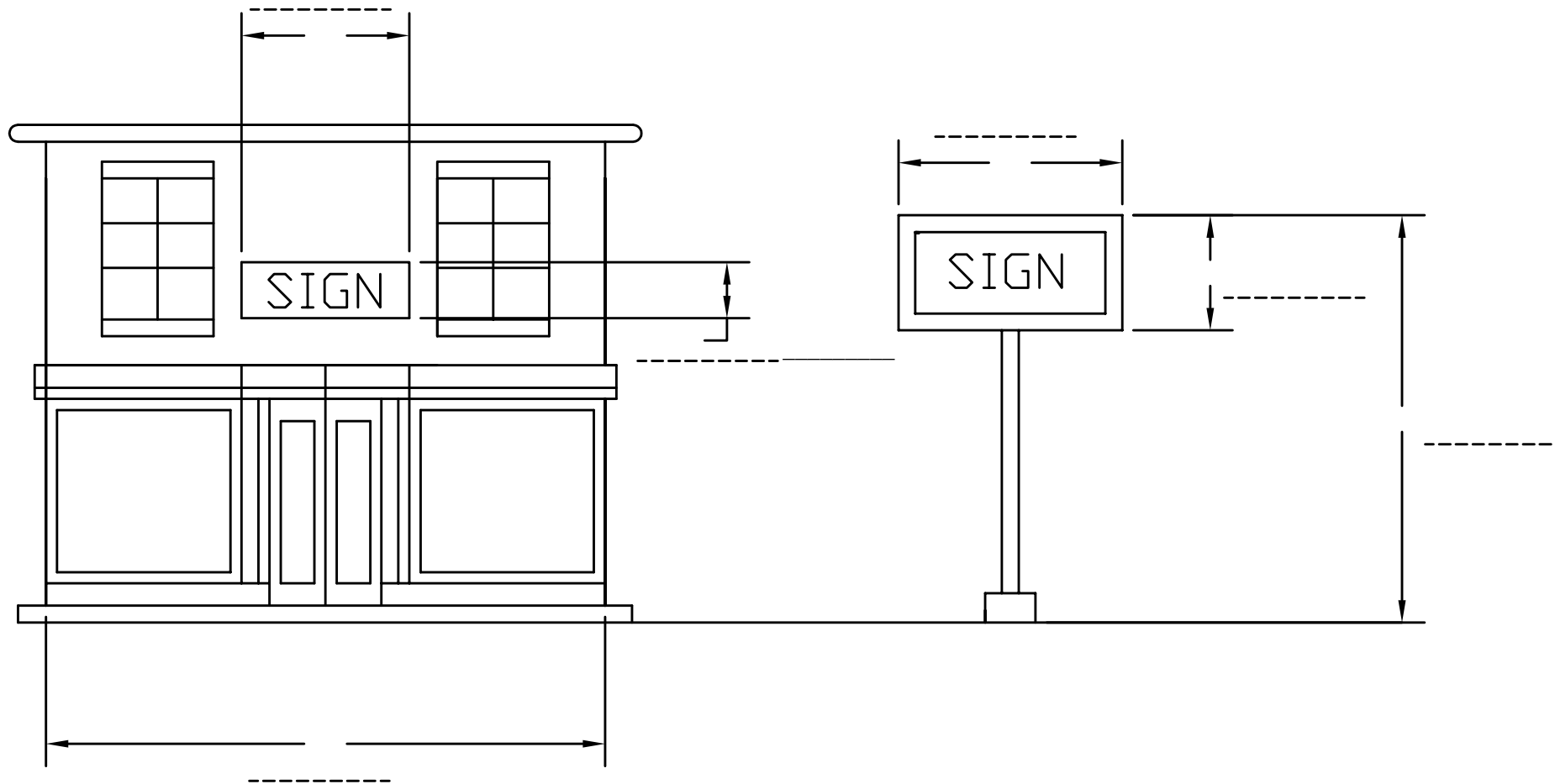
Requires variance(s) from the Board of Zoning Adjustment

Downtown Design Review Committee (all projecting signs within the Downtown District) (Zoning Ord. 6.8.13.J)

All signs **APPROVED** Some signs approved/some not

Zoning Official's Signature: **X** _____ Date: _____

Notes _____



Note: Upon submittal of detailed dimensions on drawings/renderings, you may omit or not fill out this page.

City of Athens Public Works	
Sign Application	
Scale: None	
Dolph Bradford	April 4, 2007