

SIGN APPLICATION	CITY OF HELEN PO BOX 280 HELEN, GEORGIA 30545 <small>The City of Helen is an equal opportunity employer and provider.</small> 706-878-2733 Jonah Casper, Building/Zoning Admin 706-970-1818	\$25.00 NON REFUNDABLE FEE \$75.00 PERMIT FEE (If approved) AMOUNT _____
NAME OF APPLICANT & BUSINESS	ADDRESS	CITY
	STATE	ZIP
		PHONE
TYPE <input type="checkbox"/> HANGING <input type="checkbox"/> MURAL <input type="checkbox"/> FREESTANDING <input type="checkbox"/> OTHER (SPECIFY)		
SIZE <input type="checkbox"/> 6 SQ. FT. WALKING AREA <input type="checkbox"/> 24 SQ. FT. DRIVING AREA <input type="checkbox"/> OTHER		
MATERIAL <input type="checkbox"/> WOOD <input type="checkbox"/> PLASTIC <input type="checkbox"/> METAL <input type="checkbox"/> OTHER <i>(APPROVED OLD WORLD BAVARIAN COLORS AND FONTS ONLY, SEE ATTACHED INFORMATION)</i>		
NUMBER OF SIGNS _____ (MORE THAN 2 WILL REQUIRE A VARIANCE FROM THE COMMISSION) SPECIAL JUSTIFICATION NECESSARY FROM APPLICANT FOR ADDITIONAL/LARGER SIGNS		
IS AN "OPEN" , "CLOSED" SIGN BEING APPLIED FOR? <input type="checkbox"/> YES <input type="checkbox"/> NO INTERNALLY ILLUMINATED SIGNS ARE NOT PERMITTED		
<ol style="list-style-type: none"> 1. THE HELEN CITY CODE, CHAPTER 34, ARTICLE VII, WHICH IS AVAILABLE FOR YOUR REVIEW AT CITY HALL OR ONLINE https://library.municode.com/GA/Helen, REGULATES THE DESIGN, ERECTION AND DISPLAY OF SIGNS IN THE CITY. 2. AN EXACT, TO SCALE, COLOR RENDERING OF THE PROPOSED SIGN, AND A SITE PLAN SHOWING THE LOCATION OF PROPOSED SIGN ON PROPERTY OR BUILDING MUST BE ATTACHED TO THIS APPLICATION AT TIME SUBMITTED. 3. APPLICATION MUST BE RECEIVED BY CITY HALL AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING DATE OF THE PLANNING AND DESIGN REVIEW BOARD. 4. DOUBLE FEE WILL BE CHARGED FOR SIGN(S) ERECTED WITHOUT AN APPROVED PERMIT. 5. PERMIT VALID FOR 90 DAYS TO COMPLETE APPROVED WORK FOR PERMITTED SIGN 		
FOR OFFICIAL USE ONLY -- DO NOT WRITE BELOW THIS LINE		
DATE:	_____ APPROVED	_____ DISAPPROVED
	PDRB CHAIRPERSON:	PDRB SECRETARY:

PAYMENT OF OCCUPATIONAL TAX MUST BE MADE PRIOR TO APPLYING FOR A SIGN PERMIT