



# SIGN DESIGN REVIEW APPLICATION\*

Application SDR- \_\_\_\_\_

Hearing Date \_\_\_\_\_

Date of Application \_\_\_\_\_

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

(If other than Applicant)

Address \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address/Location of Property \_\_\_\_\_

Description of Design Review Requested \_\_\_\_\_

Justification/Reason for Request \_\_\_\_\_

\*\*\*\*\* Attach additional sheets as needed\*\*\*\*\*

**The following information must be attached to completed application:**

- \_\_\_ Warranty Deed
- \_\_\_ Tax Documentation
- \_\_\_ Survey Plat by Registered Surveyor
- \_\_\_ Site Plan Showing Location of Sign
- \_\_\_ Color Rendering of Proposed Sign showing the copy area and height.
- \_\_\_ Completed Attachment A
- \_\_\_ Completed SAVE form

**\*The design review process provides for the consideration of unusual signage or sign designs that do not conform to the standards typically enforced. Proposed signage must be in compliance with regards to height, copy area, and setbacks. Should these vary from the requirements of Article 10 of the Zoning Ordinance, a variance application will need to be submitted.**

**Do Not Write Below Line**

**Planning Commission Decision**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Stipulations \_\_\_\_\_

**Attachment A**

**In considering a sign design review, the Planning and Zoning Commission shall make any decision for approval based on specific criteria as listed below.**

***Please respond to each with regards to the request for a waiver.***

- 1) The sign design is reasonable in light of the project's size, location, layout, topography, or other geographic feature.**

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- 2) The sign design will not result in any adverse impact on adjacent and nearby properties.**

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- 3) The sign design is appropriate for the proposed project and site, and compatible with the established architectural design in the immediate area.**

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- 4) Granting the sign design will not confer upon the applicant and property any special privileges that are denied to other properties of the district in which the applicant's property is located.**

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City of Holly Springs

**SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)**

Affidavit of Compliance with O.C.G.A. 50-36-1 “Verification of Lawful Presence within the United States.”

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a U. S. citizen or legal permanent resident at least eighteen (18) years old.

       YES                                             NO                                      or                                      IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. **A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.\***

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

**I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Company Name

\_\_\_\_\_  
Company Address

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that \_\_\_\_\_ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

AFFIX SEAL

\*All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2.