



320 N. Louisville Street  
 P.O. Box, 99  
 Harlem, GA 30814  
 Tel: (706) 556-3448  
 Fax: (706) 556-3293  
 E-mail: cityofharlem@harlemga.org

PERMIT NO. \_\_\_\_\_

## 2023 PERMANENT SIGN APPLICATION

1. Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_
2. Address of Applicant \_\_\_\_\_
3. Telephone Number \_\_\_\_\_
4. Name of Owner of Premises \_\_\_\_\_
5. Address of Owner \_\_\_\_\_
6. Street Address of Sign Site \_\_\_\_\_
7. Parcel Number \_\_\_\_\_
8. Materials to be used in construction of sign \_\_\_\_\_  
 \_\_\_\_\_
9. Description of electrical equipment (if lighted or illuminated) \_\_\_\_\_  
 \_\_\_\_\_
10. Include with application (or draw on back) a legible scaled drawing with description and dimensions of sign(s) to be erected. Engineered drawings are **REQUIRED** for any sign over 15' height. General sign regulations may be reviewed on line at [www.harlemga.org](http://www.harlemga.org), Harlem Code of Ordinances, ARTICLE VII. - SIGN REGULATIONS.
11. A Certificate of Appropriateness (COA) Application is required for property located within a historic district. The COA shall be advertised for public comment and reviewed by the Historic Preservation Committee within 45 days of application.

Sign Permit Fee: \$50.00; an additional \$25.00 if the property is located within a historic district

City of Harlem Approval \_\_\_\_\_ Date: \_\_\_\_\_

Historic Planning Commission Approval \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required ONLY for property located within a historic district)*

Fee Total: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Payment:    Check    Cash    Credit Card  
*(indicate appropriate payment type)*



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## General Sign Regulations

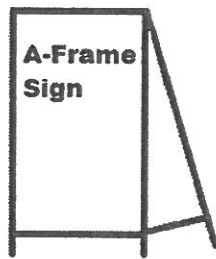
### Prohibited Signs:

1. Animated signs
2. Signs emitting an audible sound
3. LED signs with a sign face over 30 square feet
4. Obscene signs
5. Portable signs (except A-frame signs in the B-1 zoning district)
6. Spectacular signs
7. Roof signs and signs that extend vertically above any portion of a roof or parapet of the applicable wall or that prevent free passage from one part of a roof to any other part thereof
8. Signs which contain or are an imitation of an official traffic sign or signal or contain the words "stop", "go", "slow", "caution", "warning", or similar words in such a manner as to resemble official traffic control signs.
9. Signs in the public right of way or on public property, other than official signs meeting the standards of this ordinance or the Manual on Uniform Traffic Control Devices
10. Signs that have reflective elements or luminous or glow-in-the-dark paint
11. Signs painted on or attached to trees, fence posts, utility poles, rocks, or other similar structures or natural features
12. Signs which depict nudity or sexual conduct as those terms are defined in O.C.G.A. 32-6-52
13. Signs posted or placed on any property belonging to another without the express written consent of the owner thereof
14. Signs which advertise an activity which is illegal under federal, state, or local law
15. Signs not in good repair, in violation of codes, or containing or exhibiting broken panels, visible rust, visible rot, damaged support structures, or missing letters
16. Tri-vision signs
17. Stanchion signs

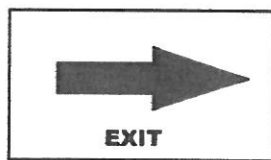
### Signs exempt from permit requirement, but still need to comply with standards

1. Flags
2. Address numerals (not to exceed eight (8) inches in height)
3. Official signs meeting the standards of this subchapter or the Manual on Uniform Traffic Control Devices
4. A-frame signs in the B-1 zoning district
5. Standard informational signs (real estate signs and the like)
6. Temporary window signs and window signs measuring less than one square foot in sign area

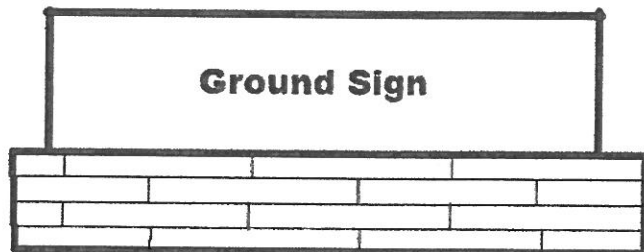
## Sign Types



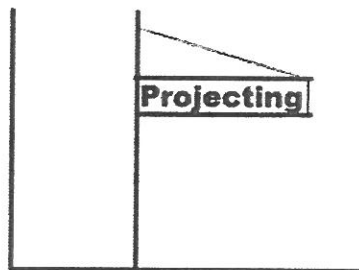
A-Frame - A portable sign that is supported by a rigid, upright frame in the form of a triangle.



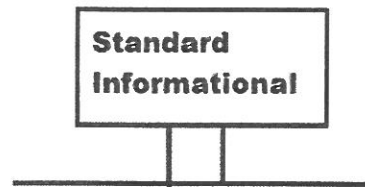
Directional - Serves the purpose of guiding safe traffic movements, onto, from, or on property. Examples include "entrance", "no parking", and other similar traffic related signage.



Ground - A freestanding sign with a permanently affixed structural base or planter box.



Projecting - A sign attached and extending out from a building. Also includes hanging signs.



Standard Informational - Made for short term use and mounted on a stake or metal frame.

Animated- Has moving parts or includes action, motion, or color changes, or the optical illusion of such. Includes signs using electronic ink, signs set in motion by movement of the atmosphere, or made up of a series of sections that turn. Also includes any type of screen using animated, scrolling or fading displays, even if stationary. This sign type is not permitted.

Changeable Copy – Capable of changing the position or format of word messages or other displays on the sign face. Uses electric lamps, movable discs, movable panels, light apertures, or other methods to manipulate the sign face. Sign shall not simulate movement, flash, fade or scroll, but shall remain constant in lighting, color, and all other changeable variables allowed by technology. The sign may not change more than twice per minute and shall not exceed 50% of the overall display area or 30 square feet, whichever is less.

Portable- Not permanently affixed to the ground or other permanent structure or designed to be transported periodically from place to place. This sign type is not permitted.

Roof- Erected and constructed wholly on or over the roof of a building, supported by the roof structure, or extending vertically above the highest portion of the roof. This sign type is not permitted.

Spectacular- Includes beacons, balloons, streamers, and other attention-getting devices. This sign type is not permitted.

Stanchion- Free-standing sign mounted on a pole or other vertical support such that the bottom of the display area is more than 6 feet above the ground. This sign type is not permitted.

Temporary- Not intended or designed for permanent display.

Tri-vision- Designed with a series of triangular slats that mechanically rotate in sequence with one another to show 3 different sign messages in rotation. This sign type is not permitted.

Wall- A sign attached to or affixed on a wall or building with the display surface parallel to the wall. Includes painted signs and signs on canopies and awnings.

Window- Placed inside a window or upon a window pane or glass, either inside or outside the building, and that is readable from the exterior of the structure.