SAVANNAH
Development Services Department

Sign, Canopy & Awning Permit Complete Application Checklist

This checklist must be completed and submitted with each permit application. Please check **every** item as either "Y" for items that are included with the application, "N" for items that are not included with the application or "NA" for items that are not applicable to this application. Items without an "N" checkbox are minimum requirements initially due with the application if applicable.

Required Forms & Documents

Y	N	NA	
☐			Signed Application
☐			Complete Application Checklist (*This Form*)
☐	☐	☐	Plan Review Fee Payment
☐	☐	☐	Signed **Developer / COS Principal Use Sign Permit Agreement** *(Required if the sign is within an easement)*
☐	☐	☐	Signed **Announcement Sign Agreement** *(Required if an Electronic Announcement sign)*
☐	☐	☐	Statement of Special Inspections *(If applicable)*
☐			Two identical sets of legible construction plans *(Must be signed & sealed by a registered engineer if a standalone sign over 12' tall)*

All Required Additional Approvals

Y	N	NA	
☐	☐	☐	Approved Site Development Permit, if applicable. *(Required if determined by SPR team)*
☐		☐	Approved Part 2 Certificate of Appropriateness (COA), if required *(Required if located in a designated historic district. Contact the MPC at 912-651-1440 for additional information.)*
☐	☐	☐	Zoning Board of Appeals (ZBA) decisions or zoning text amendments, if applicable.
☐	☐	☐	Approved Encroachment Petitions, if applicable. *(Required when any part of the structure, including signs, downspouts, canopies, etc, encroach onto City Right-of-way.)*

Please note: Supplemental information may be required during plan review to address deficiencies.

STATEMENT OF APPLICATION COMPLETENESS:

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked "Y" above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- ☐ All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- ☐ One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

Signature	Printed Name	Date