



City of Kennesaw Temporary Sign Permit Application

Date Received _____

Staff Initials _____

New Business (No Fee 1st 60 days)

Sign Fee Paid _____ (\$25 fee plus \$10 Tech Fee)

Code Officer/Staff _____ Issued Denied _____ Date _____

Section 5.03.05. Temporary signs

(a) **Temporary on-premises signs and advertising devices.** Temporary on-premises signs located within areas zoned NRC, CRC, RRC, NS, GC, LI, HI, O&I, PVC, UVC, LRO, or other commercial or industrial zoning districts, (inflatable's permitted on no less than four (4) lane roadways and only on properties recommended for community activity center or regional activity center on the City future land use map, as may be amended from time to time) shall be governed by the regulations within this section and any other applicable regulations in this chapter.

1. The following types of signs or advertising devices may be displayed on-premises upon the issuance of a temporary permit: a. Searchlights. b. Banners. c. Inflatable's.
2. Only one temporary on-premises sign or advertising device may be displayed on a lot at a time. Each occupant or tenant of a multi-occupant building or multi-tenant lot may display one banner flush with a wall during the permit period without regard to the usage of other occupants or tenants and without regard to the prior usage of temporary on-premises signs by others on the lot. Banners can be displayed on existing free standing signs in a secure fashion. Banners to be weather resistant and cannot obscure sight visibility for pedestrian and motorists. (change 7/2013)
3. A temporary on-premises sign or advertising device (searchlight or banner) shall require a permit which for a display period as follows: Banners – 30 day period, with a maximum of four (4) permits per year, per business. There must be at least a thirty (30) day break between any permitted periods. Searchlights – 30 day period, with a maximum of two (2) permits per year, per lot. There must be at least a thirty (30) day break between any permitted periods. Inflatables – 30 day period, with a maximum of two (2) permits per year, per business. There must be at least a thirty (30) day break between any permitted periods. A one-time waiver of the permit fee for the temporary on premise sign will be allowed for all new businesses for the first sixty-day period. All approved permits issued will require the applicant to post the expiration date of the banner permit in a corner of the banner signage for visual recognition by the public and city staff. (change 7/2013)
4. It shall be unlawful to display any temporary sign or advertising device without a permit or outside of the term of a permit or otherwise in violation of this section or article.
5. The temporary permit shall be acquired prior to the display of any temporary sign or advertising device.
6. The permit shall specify the first and last day of the period in which display of the temporary sign or advertising device is permitted. Display of the temporary sign or advertising device (searchlight or banner) shall be allowed beginning at 12:01 a.m. on the first day specified on the permit. The permit shall expire at 11:59 p.m. on the last day specified on the permit. Display of the temporary advertising device (inflatable) shall be allowed from 3:00 p.m. on Friday to 8:00 a.m. on Monday. Violations of section 5.03.05(A) would authorize staff to terminate the permit.
7. Top of inflatable devices cannot be any higher than 20 feet above the roofline and 35 feet from ground level.
8. Signs placed pursuant to temporary permits shall be removed on or before the last day or time limit of the permit.
9. A-Frame-temporary signage is allowed without permit in the Central Business District.



I have read and understand the Temporary Sign Code above and will display the approved sign in the manner described in the Kennesaw City Sign Code.

Banner Request _____ **Construction Sign** _____ **Business Announcement Sign** _____

Business Name: _____ **Owner:** _____

(Print): _____ **Phone #** _____

Address of Sign: _____ **Suite #** _____

Date Sign Up: _____ **Date Sign Down:** _____ **Size** _____

Wording on proposed banner: _____

Signature of Owner/Agent: _____ **Date:** _____

5.03.05 Temporary Signs

I. Business Announcement Signs.

Business announcement signs are permitted within areas zoned NRC, CRC, CBD, NS, GC, LI, HI, O&I, PVC and UVC as well as all other commercial or industrial zoning districts.

1. Only one business announcement sign can be displayed on a lot at a time. In the case of multi-tenant occupancy in buildings or lots, each occupant may display one wall mounted business announcement sign to be located either on the building façade or on the allowed freestanding signs on the lot.
2. Business announcement signs shall require a permit which allows for a maximum display period of six months prior to the issuance of the Certificate of Occupancy and Business License by the City of Kennesaw. Upon the issuance of Certificate of Occupancy and Business License the temporary business announcement sign must be removed.
3. Wall mounted business announcement signs will comply with the design standards for wall mounted signs as per section 5.03.03 D (1) (a-d).
4. Freestanding business announcement sign will comply with the design standards as per section 5.03.03(b) (1-5).
5. Business announcement sign will convey the business name, type of business and estimated date of occupancy of the proposed business to be located at subject property.

II. Construction Signs (5.03.18 [B][2]&[3])

Construction signs are permitted in all zoning districts, and required for **ALL** construction projects on two (2) or more acres.

1. The information on the sign shall include:

- Name of Project
 - Construction company
 - Project Manager Information
 - Architect Information
 - 24 Hour Contact
 - Picture of the Project
2. The signs shall not exceed 32 square feet in area and five feet in height and shall be allowed beginning with the commencement of construction and ending with the issuance of a certificate of occupancy or installation of a permanent monument or entry wall sign, whichever occurs first.
 3. Must be located at least ten feet from the property line of the public right of way.
 4. The sign shall be a ground based or pole based sign or attached to part of a supporting wall or fence.
 5. Examples:



Please apply for the permit online by visiting <https://kennesaw.portal.iworq.net/portalhome/kennesaw>.

Important: All applications must include sign plans (including rendering, project manager contact information, dimensions and how it will be mounted), and site plan (showing distance from right of way).

CONSISTENT WITH THE UNITED STATES CONSTITUTION AND THE RELIGIOUS LAND USE AND INSTITUTIONALIZED PERSONS ACT OF 2000, THE CITY OF KENNESAW DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION IN THE APPLICATION OF ITS LAWS, POLICIES, OR PROCEDURES, INCLUDING THE APPLICATION OF ITS LAND USE REGULATIONS AND ZONING LAWS.

Under the Religious Land Use and Institutionalized Persons Act of 2000 (“RLUIPA”), no government, including the City of Kennesaw, may apply its zoning or land use laws in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution. RLUIPA also provides that no government, including the City of Kennesaw, may apply a land use regulation in a manner that treats a religious assembly or institution (a church, for example) on less than equal terms than a nonreligious institution or assembly (a day care center or movie theater, for example). Finally, RLUIPA provides that no government, including the City of Kennesaw, may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

If you believe that the City of Kennesaw, or any other local government or municipality, has discriminated against you in the implementation of its zoning or land use laws, please contact the United States Department of Justice at:

**United States Department of Justice
Civil Rights Division
Housing and Civil Enforcement Section
950 Pennsylvania Ave. N.W. –G St.
Washington, DC 20530**