

# SIGN FACE REPLACEMENT APPLICATION

CITY OF RICHMOND HILL  
Planning & Zoning Department  
P.O. Box 250 Richmond Hill, Ga.31324  
planning@richmondhill-ga.gov 912-756-3641

FEE \$ \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

BUSINESS OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNERS NAME (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

INSTALLER: \_\_\_\_\_ LICENSE # \_\_\_\_\_

**Approval, approval w/ conditions, or denial of the application for a change-out of the face of an existing building sign, or the face of an existing freestanding sign and tenant signs on a freestanding sign structure shall be determined by the Planning Department as long as no new sign structure is being proposed. If the sign comes down completely, meaning the sign structure, then it will have to go through the full review process as a new sign. Please be aware that if your sign location is in an overlay or historic district, It may require review by the ARB or HPC**

TYPE OF SIGN(S):     FREESTANDING SIGN             BUILDING SIGN             OTHER \_\_\_\_\_

ILLUMINATED             NON-ILLUMINATED

Size of Sign(s) \_\_\_\_\_ Sq. Ft.

Building Sq. Ft. \_\_\_\_\_            Tenant Space Sq. Ft. \_\_\_\_\_            Tenant Frontage Linear Ft. \_\_\_\_\_

**Please Initial Each of the following:**

Full color drawings of proposed sign face along with a picture of the current sign face and structure required. \_\_\_\_\_

Approval must be renewed if work or construction authorized is not commenced within six months or if the project is suspended or abandoned for a period of one (1) year at any time after work is commenced. \_\_\_\_\_

Written consent from owner, lessor or manager of the building/ parcel to which the sign is to be placed is required \_\_\_\_\_

OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_