

# QUAD CITIES PLANNING and DEVELOPMENT

Representing the Cities of Arcade, Jefferson and Talmo

147 Athens Street  
Jefferson, GA 30549

Phone: 706-367-5011  
Fax: 706-367-5751

## MEMORANDUM

TO: Business Registrants, City of Jefferson, Arcade, and Talmo

FROM: Quad Cities Planning and Development

DATE: April 14, 2009

RE: Securing Signage for Your Business

---

Congratulations on obtaining your business registration with the City. One of the final steps you will need to take is to secure the proper approval for any signage you may wish to erect at your business. This memo is written to assist businesses other than home occupations in complying with the City's sign regulations. Under rules for home occupations, a sign is not permitted in conjunction with a home occupation (Sec. 11.4.7, Quad Cities Land Use Management Code). Please keep the following points in mind as you pursue signage for your business (excluding home occupations):

1. You can view the **sign code** on the City of Jefferson's website. To view the sign regulations, follow these directions:
  - (a) Go to <http://www.cityofjeffersonga.com/>.
  - (b) In the left hand column, select "Municipal ordinances."
  - (c) Click on the link for Jefferson Code of Ordinances.
  - (d) In the left hand column of the Municode Page, select "Appendix A, Land Use Management Code."
  - (e) Select Article 17, "Sign Regulations."
2. **Sign permits** are required for all signs larger than 16 square feet. To obtain a sign permit, you must complete an application. You can obtain a sign permit application from this office (we are located below Jefferson City Hall), or you may download and print it from Jefferson's web page. To access the sign permit application online, follow these directions:

- (a) Go to <http://www.cityofjeffersonga.com/>
  - (b) In the left hand column, select "City Departments," then click on "Planning and Development."
  - (c) Scroll to the bottom for "Electronic Forms" and choose "Sign Permit Application."
3. Here are some **additional items to keep in mind**:
- (a) If you don't own the property where your business is located and are applying for a sign permit, the property owner's permission is required.
  - (b) If your business location lies within one of Jefferson's historic districts, a special approval process called a "certificate of appropriateness" is required before a sign permit can be issued. For regulations in that regard, follow directions under item #1 described above, except for 1(e), and instead go to Article 21, Chapter 21.5, of Appendix A in the Code of Ordinances. To obtain an application for certificate of appropriateness online, follow instructions under item #2 described above, then select "application for certificate of appropriateness."
  - (c) Sign allowances are based on the zoning district in which the property is located. If you want to review the zoning map in advance, follow the link and instructions provided under item #2 (a) and (b), then go to "maps" and select the map for the city in which the business is located (note that there is a "downtown" map and a full-city-size map for Jefferson).
  - (d) Even if a permit is not required, it is best to check with our office to be sure the sign you propose is lawful.

If you have questions, please feel free to contact the Quad Cities Planning and Development Office at 706-367-5011. We look forward to working with you to ensure your business gets prompt service with regard to your questions and sign permits.