



## **DESIGN REVIEW COMMISSION**

**November 17, 2020**

### **MEETING AGENDA:**

#### **I. CALL TO ORDER**

#### **II. APPROVAL OF AGENDA**

#### **III. NEW BUSINESS - ACTION ITEMS**

- a. Design Review Commission to make a recommendation for a residential alteration – 113 South Avenue; Parcel No. 05241D E025; roof replacement – asphalt shingle to metal (aluminum).
- b. Design Review Commission to make a recommendation for Tre Chien Dog Spa – 253 North Main Street, Suite C; Parcel No. 13240B B001; Wall sign for new business.

#### **IV. ADJOURNMENT**



CITY OF JONESBORO, GEORGIA COUNCIL  
**Agenda Item Summary**

Agenda Item #

3.a

- a

COUNCIL MEETING DATE  
November 17, 2020

**Requesting Agency (Initiator)**

Office of the City Manager

**Sponsor(s)**

Community Development Director Allen

**Requested Action** (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Design Review Commission to make a recommendation for a residential alteration – 113 South Avenue; Parcel No. 05241D E025; roof replacement – asphalt shingle to metal (aluminum).

**Requirement for Board Action** (Cite specific Council policy, statute or code requirement)

City Code Section 86-111 Historic Residential Overlay Standards; Secretary of Interior Historic Design Standards

**Is this Item Goal Related?** (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Beautification, Community Planning, Neighborhood and Business  
Revitalization, Historic Preservation

**Summary & Background**

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Agency recommendation – **Approval**; The residence located at 113 South Avenue has been owned by the Mitchell family for many years. The property is zoned R-2 but is in the historic residential overlay. Recently, the applicant applied for a building permit to replace the asphalt shingle roof on the building with a light-colored metal roof.

The Design Review Commission and Historic Preservation Commission will review this **change in material** in a joint special-called meeting on November 17<sup>th</sup>, due to the fact that repairs to the roof could not wait until December.

Historic Residential Overlay

(g) Architectural design standards.

The following standards shall control renovation, new construction and development in the historic residential overlay:

(1) Rehabilitation. Careful maintenance of the existing historic design, materials and details of structures in the overlay is encouraged. Rehabilitative efforts shall include the use of materials compatible with the architectural style of the historic structure (see article VII, Architectural style and scale for guidance on specific historic styles and building materials traditionally found in Jonesboro).

a. Roofs.

1. The existing pitch and shape of the roof shall be maintained. **Noted**
2. The shape, style, and placement of historic dormers shall be maintained. **Noted**
3. Addition of dormers to the front facade where none previously existed is prohibited. **None proposed.**
4. Existing roof materials shall be replaced with the same type of historic material or with materials that closely resembles the existing material. **Though the replacement material will be different, metal is considered an upgrade to asphalt, and the proposed light color will be appropriate for the surrounding neighborhood. There are several light-colored metal roofs nearby on South Avenue.**

**FOLLOW-UP APPROVAL ACTION (City Clerk)**

**Typed Name and Title**

Ricky L. Clark, City Manager

**Date**

November, 17, 2020

**Signature**

**City Clerk's Office**

5. Decorative brackets, cornices, and eaves shall be maintained. **Noted**

6. Historic chimneys shall be maintained; new chimneys shall use traditional design and materials, and their placement shall be appropriate for the architectural style of the structure. **None proposed.**

Article VII, Architectural Style and Scale, does not specifically address roofing material.

The Secretary of Interior Historic National Standards reference the following about preserving historic roofs and roof replacement:

## Roofs

### Identify, retain, and preserve

#### recommended



Copper and wrought iron weathervane.

Identifying, retaining, and preserving roofs--and their functional and decorative features--that are important in defining the overall historic character of the building.

This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features, such as cupolas, cresting chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

#### not recommended

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

## Roofs

### Replace

#### recommended

Replacing in kind an entire feature of the roof that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence as a model to reproduce the feature.



**Replacement of damaged clay tile roof.**

Examples can include a large section of roofing or a dormer or chimney.

If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

#### not recommended

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance

*“Replacing in kind extensively deteriorated or missing components of roof features when there are surviving prototypes, such as ridge tiles, roof cresting, or dormer trim, slates, or tiles, or when the replacement can be based on documentary or physical evidence. The new work should match the old in material, design, scale, color, and finish.”*

*“Replacing an entire roof feature, such as a chimney or dormer, when limited replacement of deteriorated or missing components is appropriate. Using replacement material that does not match the historic roof feature.”*

Staff visited the property and noted the faded, aged quality of the existing shingles. Staff also noted that there is a mix of metal and asphalt shingle roofs in the immediate area, all of which are in the historic residential overlay. The applicants are concerned that leaks in the roof during heavy rains could impact the integrity of the rest of the structure. They would like to get the roof installed as soon as possible. The owner will match the color of the existing shingle to the maximum extent possible. The grey of the new metal panels will not be a significant departure from the color of the original asphalt shingle. The metal material is considered an “upgrade” to the regular asphalt shingles. To staff’s knowledge, no historic items, such as chimneys, dormers, etc., are being removed.

**Design Review Commission / Historic Preservation Commission, 11.17.20: Approval of light-colored metal panels for replacement roof**

#### Fiscal Impact

*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

Private Owner

#### Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- HPC Application
- Building Permit
- Existing Property
- New Roof

**Staff Recommendation** *(Type Name, Title, Agency and Phone)*

3.a

**Approval**



# CITY OF JONESBORO

124 North Avenue  
Jonesboro, Georgia 30236  
[www.jonesboroqa.com](http://www.jonesboroqa.com)

## JONESBORO HISTORIC PRESERVATION COMMISSION

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Jonesboro Historic Preservation Commission or J.H.P.C. is tasked with insuring the Historic District's Preservation and standards are met according to the City of Jonesboro Codes and Ordinances. This application and approval thereof does not constitute an approval to begin construction. It is a review of Chapter 86 – Zoning, Section 86-102 (H-1) Historic District and Section 86-103 (H-2) Historic District. Once the applicants meets Historic District Code, the process of approval of plans, land disturbance, and other compliance measures must be met. Please contact the Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

#### Property Information:

Address:

~~1108~~ 113 South Ave

Owner:

*[Signature]*

*Note: if applicant is not the owner, the applicant must provide written permission from the owner – notarized, and owner's contact information. See Jonesboro City Hall staff to obtain permissible document.*

#### Applicant Information:

Applicant Name:

*[Signature]*

Mailing Address:

970 PASTOR RD. JONESBORO GA. 30238

Email Address:

Frankmitchell@  
6015 SOUTH MAIN

Telephone: 770-596-6780

- Fees and Charges as identified within the City of Jonesboro's schedule of fees for the Historic Preservation Committee Certificate of Appropriateness.

Residential - \$35.00

Commercial: \$50.00

Sign: \$10.00

\$75.00

**PROJECT INFORMATION**

Type of Project (Check all that apply)

**Construction**

- ☐ New building
- ☐ Additional building
- ☒ Minor Exterior Change
- ☐ Major Building Restoration, Rehabilitation, or Remodeling

**Site Changes**

- ☐ Parking area(s), Driveway(s), or Walkway(s)
- ☐ Fence(s) or Wall (s)
- ☐ Sign(s)
- ☐ Mechanical System(s)
- ☐ Non-temporary Site Feature(s): (i.e. satellite dishes, pools, lighting, arbors, gazebo's, etc.)

**Demolition or Relocation**

- ☐ Primary Building
- ☐ Outbuilding
- ☐ Site Feature

**APPLICATION REQUIREMENTS**

Applicants must include support materials as noted to be considered (i.e. plans, schematics, images, dimensions, surrounding structures). Incomplete applications will not be reviewed.

**APPLICATION DEADLINE & REPRESENTATION**

Applications must be delivered to the Jonesboro City Hall at least eighteen (18) days preceding the next scheduled J.H.P.C. meeting. The J.H.P.C. meets on an as needed basis. Applicant's attendance is required: A presentation with visuals and detailed information is suggested. Questions which may arise, and if unanswered could result in the denial of the application.

## REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications WILL NOT be reviewed.

### A. New Buildings and Additions:

- i. Description of Project
- ii. Site Plan
- iii. Architectural Elevations
- iv. Floor Plan
- v. Description of Materials
- vi. Photographs of Proposed Site

### B. Major Restoration, Rehabilitation, or Remodeling:

- i. Architectural Elevations or Sketches
- ii. Description of Project
- iii. Description of Materials
- iv. Photographs of Proposed Site

### C. Minor Exterior Changes:

- i. Description of Project - *NEW ROOF*
- ii. Description of Materials *METAL ROOF*
- iii. Photographs of Existing Building

### D. Site Changes: Parking, Driveways & Walkways:

- i. Site Plan or Sketch of Site
- ii. Description of Materials
- iii. Photographs of Site

### E. Site Changes: Fences, Walls, and other Site Features:

- i. Site Plan or Sketch of Site
- ii. Architectural Elevations or Sketches
- iii. Description of Materials
- iv. Photographs of Site

### F. Site Changes: Signs:

- i. Architectural Elevation or Sketch (For signs located on the building)
- ii. Site Plan or Sketch of Site (For free standing signs)
- iii. Description of Materials and Illumination



## PROJECT AND MATERIALS DESCRIPTION

RE-ROOF with metal ROOF

(Add Additional Sheets as Necessary)

J. F. MITCHELL

PRINT NAME



SIGNATURE

11/17/2017

DATE

FEE AMOUNT

(Application Received By)

Attachment: HPC Application (1746 : 113 South Avenue)



**CITY OF JONESBORO**  
 124 NORTH AVENUE  
 JONESBORO, GA 30236  
 770-478-3800 • FAX 770-478-3775  
**Building Permit Application**  
**Minimum Fee \$100.00**

BL# \_\_\_\_\_ County \_\_\_\_\_

Date 11-13-20Permit No. 438

Application is hereby made according to the laws and ordinances of Jonesboro for a permit to erect, alter, and/or use a structure as described herein or shown in accompanying plans and specifications, to be located as shown on plot plan and, if granted, will conform to all laws and ordinances regulating same.

Address <u>1125 South Ave</u>		Project/Subdivision			
Parcel ID #	LL	District	Zoning	Overlay	
Flood Plain	Access	Lot	Block	Plan #	
<b>Purpose of Permit:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Other		Describe Use of Construction		Size of New Structure	
<b>Structure Type:</b> <input type="checkbox"/> Detached Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Apartment <input type="checkbox"/> Fee Simple <input type="checkbox"/> Condo/Townhome <input type="checkbox"/> Institutional <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Accessory <input type="checkbox"/> Other					
<b>Foundation:</b> <input type="checkbox"/> Slab <input checked="" type="checkbox"/> Crawl Space <input type="checkbox"/> Basement		<b>Heated Area:</b> Main _____ Upper _____ Lower _____ Other _____ Total _____			
Unfinished Area		Carport		Garage	
No. Stories		Height		No. Units	
No. Rooms		No. Bedrooms		No. Baths	
<b>Sewage:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Septic Tank		<b>Power:</b> <input checked="" type="checkbox"/> Georgia Power <input type="checkbox"/> Other		<b>Water:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Well	
<b>Exterior Finish Material</b> <u>1/2" MIN. NUT</u>		<b>Estimated Construction Cost</b> <u>6,700.00</u>			
Land Owner <u>J.F. DINTZ</u>		Contractor <u>TOP Construction</u>			
Address <u>9710 BORTON RD</u>		Address <u>50 Bunting Court</u>			
City <u>JONESBORO</u>	State <u>GA</u>	Zip <u>30238</u>	City <u>JONESBORO</u>	State <u>GA</u>	Zip <u>30238</u>
Telephone <u>770-966-6788</u>		Telephone <u>770-552-2888</u>		GA License No. <u>04936118</u>	

I hereby certify that the above permitted structure shall be built in accordance with the 2012 Georgia State Energy Code for Buildings. This INITIAL code regulates the design, erection, construction, alteration and renovation of buildings. Compliance is mandatory.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

Date 11/13/20 Printed Name Anthony Flynn Signature A. Flynn

NOTICE: Separate permits are required for electrical, plumbing, heating, ventilation, air conditioning or prefab fireplaces. This permit becomes null and authorized is not commenced within six (6) months of permit approval or if work is suspended or abandoned for a period of six months at is begun. Proper permits must be obtained before work is begun or fees shall be doubled.

**DO NOT COMPLETE THE FOLLOWING - office use only**

**TEMPORARY POLE (#) \$30.00**

x 20 =	Fireplace (#) _____	x 30.00 =
x 20 =	Garbage Disposal (#) _____	x 12.50 =
x 20 =	Low Voltage (Minimum) _____	x 50.00 =
x 20 =		

Temp # \_\_\_\_\_ Date 11/13/20

Approved by: [Signature] Input by: [Signature] Permit Cost: \_\_\_\_\_ C.O. Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Payment Amt: \_\_\_\_\_ Payment Type ☐ Cash ☐ Check ☐ Card

Original - File Yellow - Tax Assessor Pink - Inspector Goldenrod - Applicant



## CITY OF JONESBORO

124 North Avenue  
Jonesboro, GA 30236  
[www.jonesboroga.com](http://www.jonesboroga.com)

## BUILDING PERMIT APPLICATION SCOPE OF WORK

Name: J F MITCHELL Date: 11-23-20

Address: 113 SOUTH AVE

### Rooms work is to take place in:

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Basement    | <input type="checkbox"/> Living Room    | <input type="checkbox"/> Bedroom 3              |
| <input type="checkbox"/> Kitchen     | <input type="checkbox"/> Master Bedroom | <input type="checkbox"/> Bedroom 4              |
| <input type="checkbox"/> Bathroom    | <input type="checkbox"/> Bedroom 1      | <input type="checkbox"/> Exterior               |
| <input type="checkbox"/> Master Bath | <input type="checkbox"/> Bedroom 2      | <input checked="" type="checkbox"/> Other _____ |

### Electrical and Mechanical

- |  |   |
|--|---|
| <input type="checkbox"/> New or upgrade of electric service        | <input type="checkbox"/> Adding or replacing electric circuits        |
| <input type="checkbox"/> Installing smoke detectors                | <input type="checkbox"/> Adding or relocating receptacles or switches |
| <input type="checkbox"/> Installing new furnace                    | <input type="checkbox"/> Installing new AC condenser                  |
| <input type="checkbox"/> Installing new fireplace or heating stove | <input type="checkbox"/> New chimney or vent                          |
| <input type="checkbox"/> Installing new bathroom exhaust fan       | <input type="checkbox"/> Installing or replacing range hood           |
| <input type="checkbox"/> Other: _____                              |   |

### Framing

- |   |  |
|---|--|
| <input type="checkbox"/> New deck, porch, or stairs   | <input checked="" type="checkbox"/> Roofing (Replacing decking and shingles) |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Installing or relocating load bearing walls         |
| <input type="checkbox"/> Detached garage, carport, or storage building  | <input type="checkbox"/> Altering or relocating existing window/doors        |
| <input type="checkbox"/> Replacing deck, porch, stairs or railing   | <input type="checkbox"/> Sheathing   |
| <input type="checkbox"/> New attached garage or carport   | <input type="checkbox"/> Installing new drywall                              |
| <input type="checkbox"/> New pool, spa or hot tub   | <input type="checkbox"/> Installing sunroom or other pre-manufactured        |
| <input type="checkbox"/> Installing or relocating non-load bearing walls  | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Replacing or repairing damaged:  |  |
| <input type="checkbox"/> Floor joist <input type="checkbox"/> Stud <input type="checkbox"/> Beam <input type="checkbox"/> Header <input type="checkbox"/> Ceiling Joist <input type="checkbox"/> Rafters or Trusses |  |

### Plumbing

- |  |  |
|--|--|
| <input type="checkbox"/> Installing or replacing water heater    | <input type="checkbox"/> Relocating existing plumbing fixtures |
| <input type="checkbox"/> Installing new water or DWV piping      | <input type="checkbox"/> Installing or replacing gas piping    |
| <input type="checkbox"/> Replacing existing water or DWV piping  | <input type="checkbox"/> Installing new plumbing fixtures      |
| <input type="checkbox"/> Installing or replacing backflow device | <input type="checkbox"/> Installing new sump pump              |
| <input type="checkbox"/> Other: _____                            |  |

### Additional Information

ASPHALT SHINGLE → METAL (GREY ALUMINUM)

Attachment: Building Permit (1746 : 113 South Avenue)



A single-story bungalow house with light-colored siding, a dark roof, and a prominent chimney. The house is surrounded by lush green trees and a well-maintained lawn. A paved walkway leads to the front door. A red flag is visible on the left side of the property. The word "Google" is overlaid at the bottom center of the image.

 Google

113 Sout

5 Main:

**Attachment: Existing Property (1746 : 113 South Avenue)**

# Real Property Records Search

## Clayton County Property Card For Year 2020

MITCHELL FRANK & HAIR VICKIE  
9710 POSTON ROAD  
JONESBORO, GA 30236

PARCEL ID . . 05241D E025  
LOCATION . . 113 SOUTH AVE

LEGAL DESC      DISTRICT 4      JONESBORO  
NBRHOOD 30018 JONESBORO SOUTH

DESCRIPTION NOT IN SUBDIVISION - ALL UTILITIES  
DESCRIPTION PAVED ROAD  
ROAD FRONT . . . 105.0

\*\*\*\*\* CURRENT YR APV/LUV VALUE OVERRIDE EXISTS FOR: . . . LAND IMPROVEMENTS

### CURRENT YEAR APPEAL

This Appeal was settled on 08/04/2020 .

### SALES HISTORY

DEED BOOK	PAGE	SALE DATE	SALES INSTRUMENT	DISQUALIFIED	SALE AMT	DEED NAME
9850	019	8/10/10	QUIT CLAIM	OTHER	8,000	MITCHELL FRANK & HAIR VICKIE
9801	116	3/29/10	EXEC/ESTATE DEE	ESTATE SALE		COTTINGHAM MOLLY & HAIR VICKIE
.	.	12/31/96	COURT ORDER	TAX RETURN		MITCHELL AGNES OAKES
999999	999999	1/01/94	WARRANTY DEED	.		MITCHELL W W

### LAND SEGMENTS

LND#	ZONE	LAND TYPE/CODE	LAND QTY
1	R	LT 1	1.000

MAP ACRES . . .000

### IMPROVEMENT # 1 MAJOR IMPR-M

GROUND FLOOR AREA . .	1,566.00	ACT/EFF YR/AGE . . 1948 1948 72	DESCRIPTION . . . .
		% COMP	SQ FOOTAGE      STORY
		100	1566.00      1.00
			3
			1.0
			1.00
			1.00
			1566.00

Attachment: Existing Property (1746 : 113 South Avenue)

AIR CONDITION	1.00
ADDITIONAL PLUMBING	1.00-
ADDITIONS PORCHES	25.00

**IMPROVEMENT # 2 MISC IMPR-Y**

GROUND FLOOR AREA . . .

ACT/EFF YR/AGE . . .

DESCRIPTION . . . . BUILDING

	% COMP	SQ FOOTAGE	STORY
BUILDINGS	100	192.00	

TOTAL PARCEL VALUES

LAND / OVR

IMPROVEMENTS / OVR

2020 VALUE

2019 VALUE

APV . . . . .

18,000

N

62,000

N

80,000

74,819


YEAR OF OVR 2020

Attachment: Existing Property (1746 : 113 South Avenue)







	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>	<b>Agenda Item #</b> <b>- b</b> <b>COUNCIL MEETING DATE</b> November 17, 2020
<b>Requesting Agency (Initiator)</b> Office of the City Manager	<b>Sponsor(s)</b> Community Development Director Allen	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Design Review Commission to make a recommendation for Tre Chien Dog Spa – 253 North Main Street, Suite C; Parcel No. 13240B B001; Wall sign for new business.		
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i> City Code Section 86-489 and 86-490 – Sign Standards		
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes                      Beautification, Community Planning, Neighborhood and Business Revitalization		
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> <p><b>Agency recommendation – Approval of wall sign panel;</b> Earlier this year, Trechien Dog Spa received a business license for 253 North Main Street, within the existing commercial center there.</p> <p>The proposed wall sign panel will completely fill, but not exceed, the panel framework (cabinet) already there. The black, blue, and white color scheme will be compatible with adjacent businesses. The wall sign panel will be 32 square feet, which is below the maximum 150 square feet allowed in Code Section 86-490(b). The wall sign panel will be about 8.4% of the total front building façade (Suite C), above the 7.5% allowed in Code Section 86-489. However, the sign only uses the pre-existing sign cabinet already provided.</p> <p>The sign material will be acrylic with a digital print and will be internally illuminated.</p>		
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>  Private Owner		
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> <ul style="list-style-type: none"> <li>Application</li> <li>Wall Sign Design</li> </ul>		
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i> <b>Approval</b>		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> Ricky L. Clark, City Manager	<b>Date</b> November, 17, 2020	
<b>Signature</b>	<b>City Clerk's Office</b>	





**CITY OF JONESBORO**  
 124 North Avenue  
 Jonesboro, Georgia 30238  
 City Hall (770) 478-3800  
 Fax (770) 478-3775  
 www.jonesboro.ga.gov

## SIGN PERMIT APPLICATION

ATTACH- ADDITIONAL PAGES IF NECESSARY. ALL ATTACHMENTS MUST BE NUMBERED. INDICATE THE PAGE NUMBER OF ATTACHMENT IN THE SPACES PROVIDED FOR EACH RELEVANT ANSWER. USE A SEPARATE PAGE FOR EACH NECESSARY QUESTION/ANSWER/ATTACHMENT.

ANY MISSTATEMENT OR CONCEALMENT OF FACT IN THIS APPLICATION SHALL BE GROUNDS FOR REVOCATION OF THE LICENSE ISSUED AND SHALL MAKE THE APPLICANT LIABLE TO PROSECUTION FOR PERJURY. PLEASE DO NOT LEAVE ANY AREAS UNANSWERED.

APPLICATION FEE: \$80.00 (Non-Refundable). The Sign Permit fee is an additional cost. The City of Jonesboro will calculate and advise fees due.

Administrative fee	(flat fee) \$60.00
Area of Sign 1-10ft <sup>2</sup>	(flat fee) \$35.00
Area of Sign 11-25ft <sup>2</sup>	(flat fee) \$90.00
Area of Sign 26-50ft <sup>2</sup>	(flat fee) \$90.00
Area of Sign 51ft <sup>2</sup> and greater	(flat fee) \$125.00
Temporary Signs	(flat fee for second permit) \$30.00
Two permits allowed per property per year.	
First is free and a flat fee is required for	
2nd permit.	

APPLICATION FOR SIGN PERMIT

Date of Application: November 10, 2020.

PLEASE PRINT OR TYPE. This is an application for authorization to erect/change signage. A permit fee of \$ 140 will be charged and must be submitted with this application, and it based on the City of Jonesboro Schedule of Fees. The signage fees are based on independent sign size. A separate application is required for each new sign or for any change to an existing sign.

Once authorization has been given, and within 10 days of work completion, the applicant must request in writing a final permit. Included with your final permit request must be a current and dated photograph of each face of the sign and a signed affidavit that the photographs are accurate, with a statement that the sign was erected/changed as described in the application. False statements made on this application are grounds for revocation of the sign permit authorization.

The city shall process all sign authorizations/permit applications, within 45 days of the city's receipt of completed application. Once written authorization has been issued, all work must be completed within 90 days. If after 180 days, the City has not received report of completion, the authorization shall become null and void and no final permit will be issued.

## Description of Permit

## Please check:

- ☐ New Sign  
☒ Change to Existing Sign  
☐ Ground Sign  
☐ Window Sign  
☐ Subdivisor Sign  
☐ Projecting Sign/Wall Sign  
☐ Entrance Sign  
☐ Special Event Sign  
☐ Other (describe below)

## Property Owner or Applicant Information

Name: Tracy Grier  
 Mailing Address: 253 North Main St. Unit C  
 City: Jonesboro State: GA Zip: 30236  
 Phone: (Day) 470-314-2176 (Evening)  
 Signature: *Tracy Grier*  
 By signing the above, the Property Owner gives permission for appropriate actions.

APPLICATION FOR SIGN PERMIT

**Jonesboro Property Information**

Existing Uses and Structures: \_\_\_\_\_

Surrounding Uses and Structures: (See Official Zoning Map) \_\_\_\_\_

Surrounding Zoning: \_\_\_\_\_

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Property Address of Sign: 253 North Main ST Unit C, Jonesboro, GA 30236

Complete dimensions and total area of the sign: 48" (4') x 96" (8') = 32sf

What is the position of the sign in relation to nearby buildings/structures and other signs?  
 The sign will be on the facade. There is an sign to the right and left of the existing sign.

What is the position of the sign in relation to nearby buildings/structures and other signs?  
 The sign is located above the front entrance of Unit C on the building's facade.

What are the setbacks from right-of-ways, property lines and easements?  
 \_\_\_\_\_

Name of person, firm, corporation or association erecting the sign is:  
 Autograph Digital Imaging

Name of business/activity at the address where the sign is to be erected  
 Trechien Dog Spa Dog grooming facility

Is this in a planned development?  
 No

Attach to this application a written description of all other signs located on the lot indicating the sign type, size and placement. (Master Signage Plan)

APPLICATION FOR SIGN PERMIT

Include one accurate scale drawing of the sign plans you are requesting a permit for. Include:

- specifications and method of construction
- materials used in the construction of the sign itself
- how the signs will be attached to the building or ground
- a scale drawing of the site showing driveways, structures, existing and proposed signs
- any other existing site features
- indicate if the sign will be illuminated

**NOTE: BE SURE OF YOUR LOCATION PRIOR TO ERECTING SIGN. CALL CODE ENFORCEMENT FOR VERIFICATION (770) 478-3800**

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Received By: \_\_\_\_\_

Fee Amount Enclosed: \$ \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date Denied: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Permit Issued: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICATION FOR SIGN PERMIT

ATTACHMENT -1-

**PROPERTY OWNER'S AUTHORIZATION**

The undersigned below, or as attached, is the owner of the property which is subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of an amendment to the property.

I swear that I am the owner of the property which is the subject matter of the attached application as it is shown in the records of Clayton County, Georgia.

I hereby depose and say that all above statements and attached statements and/or exhibits submitted are true and correct to the best of knowledge and belief.

PROPERTY OWNER:

Phong Duong Group  
PRINT NAME Management

SIGNATURE/DATE

4/10/2020

APPLICANT

Tracey L. Grier  
PRINT NAME

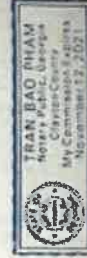
SIGNATURE/DATE

4/10/2020

NOTARY

SIGNATURE/DATE

SEAL



APPLICATION FOR SIGN PERMIT



Acrylic Face Installed Into Existing Cabinet On Building Facade:

$H = 48''(4') \times 96''(8') = 32 \text{ sf}$

**Building Facade:  $H = 210''(17.5') \times W = 260''(21.6') = 378 \text{ sf}$**

$32 \times 879.23 = 844\%$

$260'' = 21.67'$

$210'' = 17.5'$



Attachment: Wall Sign Design (1747 : Trechien Dog Spa Sign)