



CITY OF HOLLY SPRINGS
APPLICATION FOR RIGHT-OF-WAY ADVERTISING SIGNS (RWAs)

Date: _____

Business Information

Business Name: _____ DBA: _____

Business Owner Name: _____ Title: _____

Business Physical Address (Holly Springs): _____
Number Street

Business Mailing Address: _____
(if different) Number Street City State Zip

Primary Phone: _____ Alternate Phone: _____

Email Address: _____ Business License Number: _____

Please mark (X) one of the following boxes:

- Freestanding Location Suite Location in Multi-Tenant Structure (1 suite)
 Suite Location in Multi-Tenant Structure (2+ suites) - number of suites occupied by business: _____

Sign Information

RWAs are required to be six (6) square feet, a vertical length of three (3) feet by a horizontal wide of two (2) feet. The business owner must review and sign the attached requirements.

Number of Signs Requested: _____

Proposed Sign Location: _____

Please attach an illustration of the proposed RWAs, indicating the construction of the sign, base, dimensions, height, and proposed placement location.

Permit Requested

Please mark (X) one of the following boxes:

- Freestanding Location Month (\$50) Freestanding Location Year (\$500)
 Single Suite Location Month (\$25) Single Suite Location Year (\$250)
 Multiple Suite Location Month (\$25/per suite) Multiple Suite Location Year (\$250/per suite)

Applicant Information (if different than above)

Name: _____ Phone: _____

Right-of-Way Advertising Signs (RWAs) Requirements

Please carefully review the following requirements for RWAs.

- 1.) Occupation tax and municipal property tax must be paid and current;
- 2.) RWAs permit fee must be paid and current;
- 3.) *Zoning.* Each physical business location within a commercial zoning district is eligible for RWAs. Home-based businesses are not eligible for a RWAs permit;
- 4.) *Dimensions and Number of Signs.* RWAs shall be a vertical length of three (3) feet by a horizontal width of two (2) feet, for a total sign area of six (6) square feet. The number of signs per business is assessed below:
- 5.) *Shopping Center Location.* Shopping center businesses shall only be permitted one (1) RWAs per suite;
- 6.) *Freestanding Location.* Each freestanding location shall only be permitted a maximum of two (2) RWAs.
- 7.) *Height.* The maximum RWAs height shall be four (4) feet;
- 8.) *Copy Area.* Copy can cover the entire area of both RWAs sides;
- 9.) *Construction.* Each RWAs shall be constructed of a durable, weather resistant material, as approved by the Zoning Administrator. Banners, wood, and paper signs are not permitted;
- 10.) *Base.* RWAs shall be placed on no more than two (2) posts of either wood or wire. Wood posts shall be no larger than 1" x 2" stakes. Posts shall only be placed in soil, not concrete or similar material;
- 11.) *Attachments.* Attachments to RWAs, including but not limited to paper sheets stapled to signs, flags, banners, pennants, and similar devices, shall be prohibited;
- 12.) *Placement.* RWAs shall be placed greater than five (5) feet from the edge of pavement or the back of curb; and shall not be placed between the back of curb or edge of pavement and sidewalk. RWAs and any signage placed within five (5) feet from the edge of pavement or back of curb are prohibited. RWAs shall not protrude over sidewalks, bicycle lanes, or any lanes of vehicular travel;
- 13.) *Applicable R/W and Spacing.* Businesses shall place RWAs only in the right-of-way fronting the parcel of the business location. RWAs shall be placed fifteen (15) feet or greater apart, from related or unrelated business RWAs;

- 14.) *Intersections.* RWAs shall not be placed within twenty-five (25) feet of a signalized intersection, as measured from the back of curb or edge of pavement at the closest corner. With all other intersections, RWAs shall be placed no closer than fifteen (15) feet from the corner as measured from the back of curb or edge of pavement at the closest corner;
- 15.) *City-Owned Right-of-Way Only.* RWAs are only authorized to be placed in approved right-of-way locations owned by the City of Holly Springs, as determined by the Zoning Administrator;
- 16.) *Right-of-Way Locations.* RWAs shall only be permitted on arterial or collector streets. RWAs shall not be placed on the rights-of-way of residential streets within platted subdivisions or along roads and streets identified by the Zoning Administrator as primarily residential;
- 17.) *Permit Term.* RWAs permits may be issued by the month or annually, but no permit shall be issued for more than a one (1) year term, without renewal. RWAs with expired permits shall be removed within 24 hours of the expiration date;
- 18.) *Labeling Required.* Upon permit issuance, the Zoning Administrator will issue an official label for each RWAs, which must be affixed to each sign, in plain sight from the right-of-way to verify compliance with this code section. The failure to properly display the official label is a violation of this code;
- 19.) *Unpermitted RWAs.* Considered temporary signs and prohibited by this code, requiring immediate removal;
- 20.) *Removal Provision.* Unsightly, faded, damaged, or vandalized RWAs must be removed immediately and replaced, affixing a new label from the Zoning Administrator;
- 21.) *Replacement.* RWAs may be replaced at any time during the permit term, but a new official label from the Zoning Administrator must be affixed to the replacement;
- 22.) *Maintenance.* It shall be the responsibility of the RWAs owner to maintain the area around the RWAs, to include grass trimming, trash removal, and general upkeep;
- 23.) *Traffic Hazard.* Should RWAs be placed in such a way as to create a traffic hazard, in the opinion of the Zoning Administrator, City Engineer, or Public Works Director, the owner will be contacted with written notice and requested to remove or relocate the sign immediately. Nothing herein, however, shall prevent the code enforcement officer, law enforcement officer, or other official of the City from summarily removing RWAs without notice, should exigent or emergency circumstances dictate. Removed RWAs will be held in the possession of the City until claimed or the conclusion of the permit term, thereafter discarded;
- 24.) *Theft.* As the permit for RWAs is a right-of-way lease between the permit holder and the City of Holly Springs, the theft, destruction, or defacement of RWAs shall be

- 25.) *Conflicts.* Should this section conflict with another code section or article in the Zoning Ordinance or the Code of the City of Holly Springs, this section shall take precedent;
- 26.) *Violations.* Violations of this section, the improper placement or abuse of RWAs, or the failure to perform the requirements of this section, shall result in the revocation of the RWAs permit and shall be subject to punishment in accordance with the provisions set forth in the Zoning Ordinance and the general penalty provisions of the Code of the City of Holly Springs.

By completing and submitting this application for RWAs, I hereby agree to comply with the above rules and requirements set forth, signing below.

Business Owner/Manager Name (Please Print): _____

Signature of Business Owner/Manager: _____

Date: _____

Official Office Use Only:

Type of Sign Requested:	Account Number:	Sign Fee: \$
Payment Method: Cash Check Credit Card	Payment Amount: \$	Date Paid:
Approved Denied	Reason for Denial:	
Permit Expiration Date:	Zoning Administrator Signature:	



City of Holly Springs

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

Affidavit of Compliance with O.C.G.A. 50-36-1 “Verification of Lawful Presence within the United States.”

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a U. S. citizen or legal permanent resident at least eighteen (18) years old.

 YES NO or IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. **A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.***

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.

Signature

Date

Title

Legal Company Name

Company Address

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that _____ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

SUBSCRIBED AND SWORN BEFORE ME ON THIS
_____ DAY OF _____, 201__

Notary Public

AFFIX SEAL

*All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2.