



New

Please complete ALL of the required information on this Application

Business Information

Business Name: _____

Business Description: _____

STREET Address/Location of Business: _____

MAILING Address: _____

Business Phone Number: _____

Personal Phone Number: _____

Owner or Manager's Name: _____

Who owns the building: _____

^ OWNER OF BUILDING'S NAME ^

Emergency Contact Information

Name: _____

Street Address: _____

City, State, ZIP: _____

Number of Employees (Including Yourself)	Tax Liability (Prorated After June 30 by half)
0-3	\$90
4-9	\$120
10-19	\$220
20-29	\$320
30-39	\$420
40 Plus	\$520

Number of Employees (Including Yourself): _____

Signature - Business Applicant

Date

DO NOT WRITE BELOW THIS LINE. THIS INFORMATION IS FOR OFFICE USE ONLY

City Manager

THIS BUSINESS WILL NEED COUNCIL APPROVAL

YES

NO

 City Manager Signature

City Clerk – If Applicable

Council Approval Date: _____

Amount Paid: _____

Check #: _____



City of Springfield

PO Box 1
130 S. Laurel St.
Springfield, GA 31329
912-754-6666

lrineair@cityofspringfield.com

New Business – Application Process

1. Please complete and return the **application form**, the **affidavit verifying status form**, and the **Springfield Police Department Emergency Contact Numbers form**. (*Note* We will be happy to notarize the affidavit form, at no fee, so long as you provide photo ID and sign this document in the presence of the notary at City Hall).
2. **PLEASE KEEP THE LAST 4 PAGES OF THIS PACKET.** Signage requirements & permit information has been provided for your reference.
3. The completed application will be forwarded to the City Manager in order to determine if this Business will OR will not be required to go before Council for approval.
4. If this completed application will not need to go before Council the applicable license fee may be paid and issued.
5. If this completed application will need to go before Council a date will be scheduled for the Business Owner to appear before Council. On the following day, after approval of the license, the applicable license fee may be paid and the license issued.



SPRINGFIELD POLICE DEPARTMENT

Emergency Contact Numbers

NAME OF BUSINESS _____

BUSINESS LOCATION _____

BUSINESS PHONE NUMBER _____

OWNER OF BUSINESS _____

HOME PHONE _____

HOME ADDRESS _____

DO YOU HAVE AN ALARM SYSTEM? (Circle Answer) **YES** **NO**

NAME OF ALARM COMPANY _____

NAME AND PHONE NUMBER OF FIRST PERSON TO CONTACT _____

NAME AND PHONE NUMBER OF SECOND PERSON TO CONTACT _____

*****PLEASE PRINT & FILL OUT COMPLETELY*****



AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

Name of Business: _____

By executing this affidavit under oath, as an applicant for a City of Springfield, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Springfield, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one)

for _____

(Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity)

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

SIGNATURE of Applicant

Date

PRINTED NAME of Applicant

* _____

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

****NOTE** This document may be notarized at City Hall IF you provide photo ID and sign this Document in the presence of our notary. This is a complimentary service and no fee will be charged by our Notary.**

Notary Public

Commission Expiration Date

*Note: O.C.G.A. 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



City of Springfield
PO Box 1
130 South Laurel St.
Springfield, GA 31329

To: **BUSINESS LICENSE APPLICANTS FOR INFORMATION PURPOSES**

Reference: **SIGNAGE REQUIREMENTS AND PERMITS**

Please see the following (2) pages which contain:

1. Section 119-221 – Reference signs at other Springfield locations (does not apply to the Downtown District) – from the current Zoning Ordinance.
2. Section 119-164 (e) (3) – Downtown District Signs – from the current Zoning Ordinance.
3. Ordinance # 2010-07 – Reference temporary signage.

A new business may wish to place a sign at the Business location. The procedure is as follows:

1. Complete a Sign Permit Application and return with attachments to Amber Nettles at the City Hall Office located at 130 South Laurel Street in Springfield.
2. Any applicable permit fees will need to be paid.
3. The sign permit application will go through an approval process.
4. The Building Inspector, Wendell Arnsdorff, will assist you in the planning process of sign placement.

Please contact the Building Inspector, Wendell Arnsdorff, at 912-658-7079, if you should have any questions in reference to sign, building, electrical, or plumbing permits.

We hope that your Business will be successful and we thank you for selecting the City of Springfield to open your Business.

SEC. 119-221. SIGNS - The following regulations shall apply to all surfaces utilized to advertise a service, product, or business establishment, including separate use signs advertising a service, product, or business establishment not directly related to its location. This section does not apply to the downtown district.

- (1) No separate use signs shall be erected within ten feet of an established road right-of-way line except as otherwise provided herein.
- (2) Signs adjacent to federal and state highways shall be limited in size to no more than 64 square feet.
- (3) Signs advertising a business at the same location may be erected up to an established road right-of-way line provided that no sign shall be erected within a 25-foot setback zone required for road right-of-way purposes.
- (4) Signs in residential districts. No signs shall be erected in or within 150 feet of any residential district, except as otherwise provided in these regulations.
- (5) Real estate signs.
 - a. A temporary real estate sign, not exceeding six square feet in area, indicating the sale or lease of the property on which such sign is displayed, is allowed provided that these parcels of land are offered for sale or lease, and have a road frontage less than 200 feet. A sign or signs totaling not more than 20 square feet in area for each 200 feet of frontage may be posted. The sign shall be removed from the premises within 30 days after the sale or rental thereof.
 - b. One temporary sign not exceeding 60 square feet in area is allowed in subdivisions containing less than 25 lots and located therein, and must be set back from every street line the distance required for a principal building in the district in which it is located.
 - c. One temporary sign not exceeding 150 square feet in area is allowed to be located in subdivisions containing 25 or more lots and must be set back from every street line not less than the distance required for a principal building in the district in which it is located.
 - d. Building contractors' and professional persons' temporary advertisements on or adjacent to buildings under construction, are limited to a total of 20 square feet in area for up to 200 feet of frontage.
- (6) Business or industrial signs are permitted in business or industrial zones under the following conditions:
 - a. Number of signs. The number of signs shall be limited to three for each street on which the establishment fronts: one parallel, one projecting and one freestanding sign. In addition, one identification sign for a shopping center or other integrated group of stores, commercial building or industrial buildings may be added for each street on which the properties front; provided that no such signs shall be located within 100 feet of any existing principal building or adjoining residential premises on the same side of the street, or opposite land zoned for residential purposes on the other side of the street.
 - b. The maximum size of a sign for one business or industrial establishment is 64 square feet.
 - c. The maximum size of a sign for a shopping center or integrated group of stores or industrial establishment shall be subject to the following conditions:
 1. The surface area shall include the entire face or faces, and it shall be composed of individual letters, figures or designs, the space between and around such letters, figures or designs.
 2. Clearance. No hanging, suspended or projecting sign shall have a vertical clearance of less than 14 feet over any vehicular public way, nor less than nine feet over any pedestrian public way. Public ways used in this subsection include privately owned sidewalks or drives, customarily used by the public.
 3. Projections. No sign shall project from the wall of a building more than six feet.
 - d. Lighting. If illuminated, the light shall be confined to the surface of the sign, which shall be so located and arranged as to avoid glare or reflection onto any portion of any adjacent highway or onto the path of oncoming vehicles or into any adjacent residential premises.
 - e. No flashing, rotating (lights, text, or physical structure) or signs shall be permitted, nor any sign that distracts a driver's attention.

DOWNTOWN DISTRICT

119-164 (e) (3)

(3) *Signage.* Signs may be an indirect illuminated or non-illuminated institution or business identification sign not exceeding 20 square feet in area. Said sign shall be set back not less than 15 feet from the street right-of-way line unless attached to the front wall of a building. Signs must be approved by the city planning and zoning board for compatibility prior to installation.

(Zoning Ord. 1999, § 3.7)

ORDINANCE # 2010-07 - AN ORDINANCE OF THE CITY OF SPRINGFIELD TO AMEND THE TEXT OF SEC. 119-221, "SIGNS", TO ESTABLISH REGULATIONS FOR TEMPORARY SIGNAGE; TO SET THE EFFECTIVE DATE, AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SPRINGFIELD, GEORGIA, in a regular meeting assembled on November 22, 2010, and by authority of the same, that the Code of Ordinances of the City of Springfield, Georgia reflect amendment to Sec. 119-221. Section 119-221 shall be amended to add a Subsection (7), to read as follows:

"Sec. 119-221(7). Temporary Signs.

(a) A "temporary sign" is any sign or poster which is placed to advertise or announce a specific event, or which pertains to a particular event or occurrence, or which is not designed or intended to be placed permanently. Examples of temporary signs include, but are not limited to signs or posters relating to sales, a business event or sale or general advertisement, concerts, swap meets, and the like. Portable or wheeled signs shall be considered a temporary sign regardless of whether the sign contains lettering or a message.

(b) The size of a temporary sign cannot exceed Forty (40) square feet in area. One temporary sign per lot shall be permitted.

(c) The following types of temporary signs shall include a notation upon the sign of the date the sign is installed AND a date that the sign shall be removed, and the duration of the sign's display may exceed the time limits set forth in subsection (d) of this Code Section, provided the sign's removal date is clearly indicated:

- (i) Public signs. Public signs erected by or on behalf of a governmental body to post legal notices, identify public property, convey public information of any sort, including government events or functions, and direct or regulate pedestrian or vehicular traffic; and
- (ii) Informational signs. Informational signs of public utility regarding its poles, lines, pipes, or facilities; and
- (iii) Emergency signs. Emergency warning signs erected by a governmental agency, a public utility company, or a contractor doing authorized or permitted work within the public right-of-way;
- (iv) Non-commercial speech, including but not limited to political signs.

(d) Duration of signs. All temporary signs shall have a date written thereon indicating the date that the sign was installed. No sign shall be displayed for more than Fourteen (14) days. Any sign that is installed without a date shall be subject to forfeiture and removed.

(e) Forfeiture of signs. Any sign installed or placed on public property, or in any median, or in any public right-of-way, except in conformance with the requirements of this section, shall be forfeited to the public and subject to confiscation. Signs may be placed on private property only with the consent of the property owner. In addition to other remedies hereunder, the city shall have the right to recover from the owner or person placing or maintaining such a sign the full costs of removal and disposal of such sign."

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances in conflict herewith are hereby repealed; and

If any section, provision or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid.

APPROVED AND ADOPTED ON THE 22nd DAY OF NOVEMBER, 2010.