



APPEALS APPLICATION FOR SIGN PERMITS

Community Development Department

DATE RECEIVED

CASE # _____

APPLICANT

Name: _____

Mailing Address: _____ Suite/Unit # _____

E-mail: _____ Phone: _____ Fax: _____

Applicant Signature: _____ Date: _____

PROPERTY OWNER

Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____ Fax: _____

SUBJECT PROPERTY (provide separate cover page if more than one property)

Street Address: _____

Tax ID Parcel No.: _____

Current Zoning Category: _____ Property Acreage: _____ Council District: _____

CHECKLIST. SUBMIT ALL MATERIALS NOTED BELOW:

- Complete application with notarized signatures (*Appellant is not required to use the form provided by the City. However, if the form is not used, similar information should be submitted as your application.*)
- Include a detailed summary of the events leading to the appeal, the reason for the appeal, and the date of the decision of the administrative official (City staff person) against which the appeal is made.
- Provide documentation of the decision that is appealed.
- The name(s) and address(es) of the owner(s) of the real property upon which the subject sign is to be located.
- Provide any documents that support appeal, e.g. drawings, historic records, zoning regulations, affidavits. Ten (10) folded copies of any documents larger than 8 ½" x 11" must be submitted to ensure distribution to all parties involved. Submit as individual packages. All documents must be legible.
- If an attorney represents the appeal, complete the attached Authorization of Attorney.
- CD or USB flash drive of drawings submitted in digital PDF format.
- File application with Community Development Department.
- Pay fee of \$400.00 – the following payments are acceptable: check (payable to "City of Doraville"), cash, cashier check, or credit card. Application will not be processed without the fee.
- The Community Development Department will notify the appellant of the date of the hearing, within 10 days upon receipt of a complete application.
- Communicate with the Community Development Department regarding any amendments, additions, withdrawal or deferral requests.
- Attend applicable public hearing.

APPEALS ARE ACCEPTED DURING NORMAL BUSINESS HOURS: MONDAY-FRIDAY FROM 8:30 AM – 4:30 PM, AND MUST BE SUBMITTED WITHIN 15 DAYS AFTER THE DECISION OF THE ADMINISTRATIVE OFFICIAL WAS MADE.

APPEAL PROCEDURES Pursuant to Chapter 14 – Sign Ordinance

Sec. 14-5(b). - Appeals.

The City Council shall have the power and duty to hear and decide appeals where it is alleged that there is an error in the denial or revocation of a sign permit under this chapter. All such appeals shall be heard and decided pursuant to the following criteria and procedural requirements:

- 1) Appeal of decision by administrative officials. A denial pursuant to this chapter shall be appealable by filing with the Planning Director an application for appeal on the forms provided by the Planning Department specifying the grounds thereof, within fifteen (15) days after the action appealed from was taken. The application fee for an appeal under this section shall be the same as that established for appeals under the Zoning Ordinance.
- 2) Decision of the Council. Following the consideration of all testimony, documentary evidence, and matters of record, the Council shall make a determination on each appeal. An appeal shall be sustained only upon an expressed finding by the Council that the administrative official's action was based on an erroneous finding of a material fact, or that the administrative official acted in an arbitrary manner. In exercising its powers, the Council may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and to that end shall have all the powers of the administrative official from whom the appeal was taken and may issue or direct the issuance of a permit provided all requirements imposed by all other applicable laws are met.
- 3) Time for final decision. A final decision will be rendered by the Council within ninety (90) days from date an appeal is filed. If a final decision is not rendered within the ninety-day period, the decision sought to be appealed shall be reversed.

Sec. 14-5(c). - Certiorari.

In the event a person whose permit has been denied or revoked is dissatisfied with the decision of the Council, a person may petition for writ of certiorari to the Superior Court of DeKalb County as provided by law.

Sec. 14-7. - Fees.

The fees for any sign permit required under this chapter shall be as determined by the City Council and listed in the fee schedule adopted by resolution of the City Council and maintained in the City Clerk's office and available for inspection.

Sec. 14-16(c). - Notice of Public Hearings

Notice of public hearing before the City Council on any application for an appeal shall be provided as follows:

- 1) Signs, not less than six (6) square feet and in a color designated by the Planning Director, shall be posted within the public right-of-way or on the subject property at least fifteen (15) days before the hearing. One (1) sign shall be posted for each street frontage along each street on which the subject property has frontage. The lettering on the signs shall be printed and at least one (1) inch in size and the sign shall state the nature of the proposed application and the date, time and place of the public hearing; and
- 2) Notice of the nature of the proposed application and the date, time and place of the public hearing before the board shall be published in the newspaper of general circulation within the City in which are carried the legal advertisements of the city at least fifteen (15) days prior to the date of the hearing and not more than forty-five (45) days prior to the date of the hearing.
- 3) Applications may be withdrawn by the applicant or applicant's representative in writing without prejudice at any time before the vote of the City Council on the application. All fees submitted shall be forfeited in any case where the application is withdrawn after it has been advertised for a public hearing in a newspaper of general circulation.



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Case #: _____

NOTARIZED AUTHORIZATION OF PROPERTY LANDOWNER

DATE RECEIVED

I, _____ SWEAR THAT I AM THE **PROPERTY LANDOWNER**
Printed owner(s) name

OF SUBJECT PROPERTY: _____

WITH PARCEL ID NO.: _____

AS SHOWN IN THE RECORDS OF **DEKALB COUNTY**, GEORGIA WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION. I ALSO HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY.

NAME OF APPLICANT (PRINT CLEARLY):

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Personally Appeared
Before Me

Signature of Property Landowner

Print Name of Property Landowner

Print Name

Who Swears That The Information Contained
In this Authorization Is True and Correct
To The Best of His or Her Knowledge and Belief.

Signature of Notary Public

Date