



Please use blue or black ink to fill out this form.

**Film & Movie Industry
Temporary Signage Permit**
153 Willowbend Rd, Peachtree City, GA 30269
P: 770-487-5731 F: 770-631-2552
WWW.PEACHTREE-CITY.ORG

Permit # :
_____ **PTC -** _____
The above permit number shall be in the bottom right corner of all film signs.
OFFICE ONLY

FILM	Project Name _____	In Peachtree City it is unlawful for any person or business to place signs in a State-owned Right of Way (ROW) without permission from the Georgia Department of Transportation (GDOT). In order to place signs within a State-owned ROW (Highway 54 or 74), you must obtain written permission from: Kimberly Larson (O) 706.646.6938 District 3, Communications Officer (C) 706.741.3439 Thomaston, GA klarson@dot.ga.gov
	Type: <input type="checkbox"/> Feature Film <input type="checkbox"/> TV Movie <input type="checkbox"/> TV Series <input type="checkbox"/> Commercial <input type="checkbox"/> Other: _____	
	Duration: Filming Start: ___/___/___ Filming End: ___/___/___	

PRODUCTION	Company _____	Will you be placing signage in the right of way of Highway 54 or 74 this year? <input type="checkbox"/> Yes <input type="checkbox"/> No Make sure all signs comply with the following: •If yes is selected above, a written approval is required from GDOT. •Sign size shall not exceed 18" x 24". •Sign color shall have a yellow background with black font, unless otherwise permitted. •Signs shall be free standing, not attached to buildings, posts or any other structure. •Signs shall be posted on a stake or stand so as not to exceed 3' in height. •Signs shall not be placed in medians or within 5' of back of curb/pavement. •Remove all signs at the end of filming.
	Office Address _____	
	Contact Person _____	
	Position\Title _____	
	Office Phone # _____	
	Mobile Phone # _____	
	Fax # _____	
	Email _____	

PICTURE OF SIGN	Please draw or attach picture of temporary signage – Label & Show dimensions	

*** Applicant verifies that information is correct and accepts responsibility for compliance with Chapter 66 of the Peachtree City Ordinance (Signs).**

Signature of Agent/Applicant: _____ Date: _____

OFFICE USE

This application has been reviewed and approved with the following comments and conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied CVB: _____ Date: _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Code Enforcement: _____ Date: _____
This application has been reviewed and denied for the following reasons: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date of last permit _____
	Planning Dept: _____ Date: _____

Frequently Asked Questions – Film and Movie Industry Temporary Signage

This handout has been prepared by the City of Peachtree City to assist the staff, citizens, and the film industry in understanding the requirements and issues related to temporary signs within city limits. The following answers were obtained from the Peachtree City Code of Ordinances, [Chapter 66, Signs](#).

What licenses/ permits does the City require to install temporary directional signs for film crews?

1. The City requires that film companies fill out and submit a temporary sign permit application for placing signs within the city. Permitted signs will need to follow Peachtree City ordinances. See outlined process below.
2. In Peachtree City, it is unlawful for any person or business to place signs in a State-owned Right of Way (ROW) without permission from the Georgia Department of Transportation (GDOT). In order to place signs within a State-owned ROW (Highway 54 or 74), you must obtain written permission from:

Kimberly Larson
District 3
Communications Officer
Thomaston, GA
706.646.6938 - Office
706.741.3439 - Cell
klarson@dot.ga.gov

What are the requirements for obtaining a Temporary Sign Permit for filming activities?

1. Permit Application. Each registrant shall be required to fill out a registration form giving:
 - a. Complete applicant identification. Name, address, phone, email, signature.
 - b. Name of film company he/she is representing.
 - c. Project Name. Film or project name.
 - d. Filming Duration. Permits will be good for one filming season.
 - e. Drawing/Rendering. Photo or drawing that shows dimensions and colors of temporary signs.
 - f. Any other identification or information as may be required by the Chief of Police.
2. GDOT Approval Letter. Any signs placed in the Georgia Department of Transportation's right of way will need a written letter of approval from GDOT. Please contact Kimberly Larson, District 3 Communications Officer at 706-646-6938 or klarson@gdot.ga.gov.
3. Signs in the ROW | Restrictions. According to the Peachtree City sign ordinance, no signs shall be placed in the public right of way, *except* as indicated in [section 66-18 \(a\)](#) or as follows:
 - a. Temporary signs shall be permitted in all zoning districts.
 - b. Temporary signs shall be freestanding and not attached to any building, post or structure other than those approved within this chapter.
 - c. All signs permitted within city-owned right of way shall be approved based on:

1. Color. Signs with a standard yellow background and black font are preferred; other colors are permitted upon request with approval from GDOT.
2. Size. Signs shall not exceed 18" x 24" in size. Signs shall be posted on a stake or stand so as not to exceed a total height of 36" from finish grade to the top of the sign.
3. Duration. If filming on location, all signs shall be removed at the end of the day on the last day of filming at that location.
4. Location. All permitted temporary signs shall be placed a minimum of five feet (5') and a maximum of ten feet (10') from the edge of pavement or back of curb, and shall not obstruct vehicular, pedestrian or golf cart traffic in any manner.
 - d. Unless the applicant has express written permission from GDOT, permitted temporary signs shall not be placed within any median strip, along the rights of way of State Routes 54 or 74, or within the right of way of any street within 200 feet of any intersection with State Routes 54 and 74.

How long can the temporary signs be up?

Every effort shall be made by the production company to pick up signs at the end of the day of filming. This not only provides citizens with an uncluttered city, but it also prevents the film location from being overrun with on-lookers and crowds.

Does the city require anything on the sign?

Yes. The city only requires the current permit number on the bottom right corner of the sign. This will allow Code Enforcement Officers to verify the signs within the right-of-way have a current and approved permit.

What happens if I do not get a permit for temporary signs?

According to [Section 66-18 \(f\)](#): Forfeiture of signs. Any sign installed or placed on public property, except in conformance with the requirements of this section, shall be forfeited to the public and subject to confiscation. 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. This cost shall be the same as that established by city council for a sign permit application submittal fee. If you believe your signs have been confiscated, please contact [Code Enforcement](#) at 770-487-8866.

NOTE:

Any sign that does not have a permit or does not follow the above regulations shall be confiscated and charged a recovery fee of **\$100 per sign**.