



**City of Nicholson
Candidates for Mayor/Council
Qualification Requirements**

City of Nicholson Charter Requirements (Section 2.11):

- 1) Resident of the City of Nicholson for a continuous period of 12 months prior to the date of qualification for election of Mayor or Council Member.
- 2) Must continue to reside in the City of Nicholson during their period of service.
- 3) Must be registered and qualified to vote in the City of Nicholson municipal elections.

**Constitution of the State of Georgia Requirements (Article II, Section I, Paragraph II & III)
Right to Vote and Exceptions to the right to register to vote:**

- 1) Citizen of the United States;
- 2) At least 18 years of age by Election Day;
- 3) Registered voter in the City of Nicholson, Georgia;
- 4) No person who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of sentence.

Statutory Qualifications (O.C.G.A. § 45-2-1):

In order to hold any civil office, a person must:

- 1) Be a citizen of this state and at least 21 years of age;
- 2) Not be the holder of any public money due this state or any county who has refused to account for and pay over the same to the proper officer;
- 3) Have not been convicted of a felony offense involving moral turpitude under the laws of this or any other state unless restored to his rights of citizenship by a pardon from the State Board of Pardons and Paroles;
- 4) Not hold any office of profit or trust under the government of the United States other than that of postmaster & officers & enlisted men of Armed Forces Reserve (see code section);
- 5) Not be of unsound mind or unfit to discharge the duties of the office from advanced age or bodily infirmity;
- 6) Be an inhabitant of the state, county, district, or circuit for the period required by the Constitution and laws of this state.

This is to certify that I, _____ have read and by signing this document do declare that I am qualified to hold myself out as a candidate for public office of the City of Nicholson, Georgia under the Constitutional and Statutory requirements for the State of Georgia and the City of Nicholson.

Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 2023.

Notary Public

My Comm. Exp: _____

City of Nicholson

Post Office Box 365 • 61 Benton Center Way • Nicholson, Georgia 30565
TELEPHONE 706-757-3408 FAX 706-757-2351

Jan Webster
Mayor
Irma Robles
City Clerk

Council
Josh Burkhalter
Thomas Gary
Lamar Watkins
Mike Barfield

Welcome to Candidates for City Mayor & Councilmember of the City of Nicholson!

August 2023

Dear Candidate:

Thank you for your interest in the City of Nicholson's government. The City of Nicholson is governed by a Mayor and four Council members who are elected by a City-wide popular vote. City elections are nonpartisan (candidates do not run as members of a particular political party). Elected officials serve for terms of four (4) years until their respective successors are elected and sworn in.

In order to qualify for the position of Mayor or Council Member, you must meet the following requirements:

1. Must be a one-year City of Nicholson resident as of the first Tuesday in November of the year for which you are qualifying.
2. Must continue to reside in the City of Nicholson during their period of service.
3. Must be registered and qualified to vote in the City of Nicholson municipal elections.
4. Qualifying for Mayor or Councilmember "At Large"
5. Must pay a qualifying fee of:

Mayor - \$216 (3% of Mayors pay)

Council Member - \$108 (3% of Council pay)

The Mayor and City Council determine policies, enact legislation and provide leadership in the community. Mayor and Council meetings are held on the first Monday of each month at 6:30 p.m. in the Nicholson Community Center/Meeting Hall, 129 Lakeview Drive, Nicholson, GA. The City of Nicholson welcomes you as a candidate for the 2023 Municipal Election to be held on Tuesday, November 7, 2023.

I serve as the Qualifying Officer for this election and will be the recipient of the required documents/information. The qualifying period will begin **Monday, August 21st, and will end Wednesday, August 23rd, 2023**. Qualifying will occur at Nicholson City Hall, 61 Benton Center Way, Nicholson, GA 30565. The designated hours for addressing these matters will be from 9:00 am to 3:00 pm.

The State of Georgia Election Code and the City of Nicholson require certain Campaign Disclosure Forms registration with the City's Office. Please familiarize yourself with the forms and procedures by going online to www.ethics.ga.gov. The following forms are required to be filed with the City's Office:

1. **Notice of Candidacy and Affidavit** - this needs to be completed and returned to City Hall within the Qualifying period along with the qualifying fee and *Compensation Election Statement*.
2. **PFD (Personal Finance Disclosure Reports)** – A PFD must be submitted by incumbents to the City Clerk *within 15 days of qualifying. Not required for candidate(s) until the following year after elected.*
3. **Affidavit of A Candidate's Intent NOT to exceed \$2,500 In Contributions and/or Expenditures**-must be submitted with the City Clerk after qualifying.
4. **DOI (Declaration of Intent to accept Campaign Contributions)**, which must be submitted to the City Clerk (will be filed with GGTCFC) prior to accepting contributions: **All candidates must file the DOI regardless of whether any money will be raised or spent.**
5. **CCDR (Campaign Contribution Disclosure Reports)**. If an Affidavit of a Candidate's Intent NOT to exceed \$2,500. If Contributions and/or Expenditures have been completed and submitted, then a CCDR does not need to be completed unless and until the \$2,500 threshold has been crossed.

***All newly elected Council Members are required by Georgia State Law to take the Newly Elected Officials Institute offered through the Georgia Municipal Association and the University of Georgia.*

The City of Nicholson contracts with the Jackson County Elections Board to conduct our Municipal Elections. You can also contact the Jackson County Voters Registration Office for election information:

*Jennifer Logan jelogan@jacksoncountygov.com
441 Gordon Street, Jefferson, GA 30549
706-367-6377*

Remember that all of your information will be made public once you qualify.

Best Wishes for a Successful Campaign.

*Irma E. Robles
City Clerk
City of Nicholson*

CANDIDATE FORMS & DISCLOSURE REPORTS

LOCAL FILER EDITION



Georgia Government Transparency &
Campaign Finance Commission

Declaration of Intention to Accept Campaign Contributions (Form DOI)

Reference: O.C.G.A. § 21-5-30(g)

- Must be filed **BEFORE** accepting or expending campaign funds.
 - A candidate's personal funds expended for their campaign, except for the payment of their qualifying fee, are considered campaign contributions.
- A new form is required if there is a break in office or if expending or accepting contributions for a different office.
- There are two versions of this form, one for state-level filers and one for local (county and municipal) level filers.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Registration Form for a Candidate Campaign Committee (Form RC)

Reference: O.C.G.A. §§ 21-5-3(2); 21-5-30(b)

- This form is **OPTIONAL**.
- This form registers a candidate's campaign committee.
- A committee is required if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- A Chairperson and Treasurer are required to form a committee; however, they can be the same person and can be the candidate. If either position is vacant, the committee **CANNOT** accept contributions.
- The committee registration stays in effect until the registration is canceled by the committee or the candidate.
- **ALL** filers file this form **ELECTRONICALLY** with the Commission.

Choosing the Option of Separate Accounting (Form COOSA)

Reference: O.C.G.A. §§ 21-5-43(a)(2); 21-5-30(c)

- Allows candidates to accept campaign contributions for multiple elections, at the same time, within an election cycle.
- Candidate must designate what election the contribution is for on the applicable CCDR.
- Contributions received for a future election cannot be expended until the current election has occurred.
- If a candidate does not qualify or participate in a future election in an election cycle, the contributions received for the future election must be returned to contributors pro-rata.
- **ALL** filers file this form **ELECTRONICALLY** with the Commission.

Electronic Filing Access Code Application (Pin App)

- This document is **NO LONGER** required.

Campaign Contribution Disclosure Report (CCDR)

Reference: O.C.G.A. § 21-5-34

- A CCDR is a report filed by a candidate or campaign committee that discloses all contributions received and expenditures made during a reporting period.
- Six reports are due in an election year and two reports are due in a non-election year. The filing schedule is located on our website at here <https://ethics.ga.gov/wp-content/uploads/2021/03/Filing-Schedule-for-Local-Filers-2.15.2021.pdf>.

- A \$125 late fee is assessed when a report is filed late. However, there is a five-day grace period that does not include weekends or holidays.
- Local candidates may be exempt from filing CCDR's if they file an Affidavit of Exemption and meet certain criteria.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Final Report & Termination Statement (FRTS)

Reference: O.C.G.A. § 21-5-34(m)

- The FRTS is a statement submitted with the campaign's final CCDR.
 - Filed by all campaigns within 10 days of the dissolution of a candidate's campaign if they do not qualify for office.
 - Filed by December 31st if the candidate qualifies for office and is unsuccessful.
- The form must identify the termination date as well as the person responsible for maintaining campaign records as required by the Act.
- **To qualify to file an FRTS, the filer must have a zero net balance, zero debt, and not be seeking or holding the office.**
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Personal Financial Disclosure Statement (PFDS)

Reference: O.C.G.A. § 21-5-50

- A PFDS is a statement filed an elected official in which the filer discloses information about financial activity for the preceding calendar year.
 - **Please Note:** Local filers, who are not currently elected officials, are not required to file a PFDS.
- A statement must be filed each year, even if the information does not change.
- Due within 15 days of qualifying during an election year and between January 1st – July 1st during a non-election year.
- No grace period for the PFDS and a \$125 late fee is assessed when a statement is filed after the due date.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Two Business Day Report (TBDR)

Reference: O.C.G.A. § 21-5-34(c)(2)(C)

- A TBDR is a report used to report individual contributions (including loans) of \$1,000.00 or more received between the date of the last CCDR due prior to the date the election for which the candidate has qualified and the date of such election.
- These contributions must be reported within two business days of receipt.
- This contribution must also be reported on the next scheduled CCDR.
- No grace period for the TBDR and a \$125 late fee is assessed when a statement is filed after the due date.
- Local-level filers file this form directly with the Local Filing Officer in their county and municipality.

Georgia Government Transparency & Campaign Finance Commission

Filing Schedule

County-level Elected Officials & Candidates

Election Year Filing Schedule	Due Date
	January 31 st
	April 30 th
	June 30 th
	September 30 th
	October 25 th
	December 31 st

All candidates and elected officials required to file reports shall have a 5-day grace period

Non - Election Year Filing Schedule	Due Date
	June 30 th
	December 31 st

Municipal-level Elected Officials & Candidates

Election Year Filing Schedule	Due Date
	January 31 st
	April 30 th
	June 30 th
	September 30 th
	October 25 th
	December 31 st

All candidates and elected officials required to file reports shall have a 5-day grace period

Non - Election Year Filing Schedule	Due Date
	June 30 th
	December 31 st

**County and Municipal level candidates and elected officials that file an Affidavit of Exemption, are not required to file CCDR's during their election cycle unless they cross the threshold of \$2,500 in contributions and/or expenditures.*

Special Primary/Special Election

Special Election	Due Date
	15 Days before the Election Date
	December 31 st

All candidates and elected officials required to file reports shall have a 5-day grace period

Special Primary Run-Off/Special Election Runoff

Special Election Run-Off	Due Date
	6 Days before the Election Date
	December 31 st

Run-Off Primary/Run-Off Election

Run-Off Election	Due Date
	6 Days before the Election Date
	December 31 st

All candidates and elected officials required to file runoff reports shall have a 2-day grace period

*All grace periods include business days and **DO NOT** include weekends or State of Georgia holidays.*

**November 7, 2023 General & Special Election
Municipals**

Voter Registration Deadline: October 10

Absentee By Mail Information:

- Begin mailing ballots to voters on Monday, October 16, 2023
- Last day to accept application is Friday, October 27, 2023

Absentee In Person (Early Voting) Information:

Elections and Registration Office – 441 Gordon Street, Jefferson GA 30549

- Week 1: Monday, October 16 through Saturday, October 21 - 9:00am to 5:00pm
- Week 2: Monday, October 23 through Saturday, October 28 – 9:00am to 5:00pm
- Week 3: Monday, October 30 through Friday, November 3 – 9:00am to 5:00pm

Election Day Information – Polls Open 7:00am to 7:00pm

City Polling Location

Runoff Date: (if necessary) – December 5, 2023

CANDIDATE QUALIFYING

HOW A CANDIDATE'S NAME SHALL APPEAR ON THE BALLOT

The rules regarding how a candidate's name shall appear on the ballot are set out in Georgia State Election Board (SEB) Rule 183-1-11-.02.

To better explain the parameters, we are going to use the name JONATHAN WILLIAM DOE as an example.

The SEB rule specifies that:

1. The candidate's name on the ballot has to contain the last name as it appears on their voter registration record and at least one of the following:
 - a. The first name (or initial) as it appears on their voter registration record;
 - i. **EXAMPLE: JONATHAN DOE or J. DOE**
 - b. The middle name (or initial) as it appears on their voter registration record;
 - i. **EXAMPLE: WILLIAM DOE or W. DOE**
 - c. An abbreviated first name by which the candidate is commonly known; or
 - i. **EXAMPLE: JOHN DOE**
 - d. A nickname by which the candidate is commonly known.
 - i. **EXAMPLE: BUDDY DOE**
 - ii. **EXAMPLE: JONATHAN "BUDDY" DOE**
2. As mentioned above, a candidate's name on the ballot may include a nickname by which the candidate is commonly known, but cannot contain any titles referring to the business, fraternal, religious, or professional affiliation of the candidate, or political slogan or message. A title or degree includes, but is not limited to, military or professional title or rank, or references such as "Dr.", "Rev.", "Judge", "Mr.", "Ms.", "Mrs.", or "Miss."
 - i. **EXAMPLES:**
 1. Acceptable: **BUDDY DOE**
 2. Acceptable: **JOHN "BUDDY" DOE**
 3. In violation: **DR. JOHN DOE; MR. JOHN DOE**
 4. In violation: **JOHN "VOTE FOR ME" DOE**
 5. In violation: **JONATHAN DOE ESQ.**
 6. In violation: **CAPT. JONATHAN DOE**
3. The candidate's name cannot be longer than 25 characters including spaces and punctuation.
 - i. **EXAMPLES:**
 1. Acceptable: **JONATHAN WILLIAM DOE (20 characters)**
 2. In violation: **JONATHAN "BUDDY" WILLIAM DOE (28 characters)**
4. A determination as to whether the candidate's requested name on the ballot complies with all of the rules discussed above is at the discretion of the Secretary of State or election superintendent, as appropriate.
5. The candidate name as it appears on the voter registration record can be checked by using the Secretary of State's "My Voter Page" tool at <https://www.mvp.sos.ga.gov/MVP/mvp.do>



Information for Political Candidates Signage Permissions in Unincorporated Jackson County, GA

As we enter the election season, we thought it would be useful to summarize for you the applicable sign regulations that pertain to your campaign needs:

The Jackson County Unified Development Code, Article 7, allows “election-cycle signs.” Here is a summary of what you can do in the unincorporated parts of the county (contact the city planning office if located within a city):

- Permit Required?: None for the allowances described here.
- Where? Post your signs only on private property where you have the permission of the property owner. Do not place signs in county road or state highway rights of ways.
- Land use restrictions? None – allowed on properties in all land use categories.
- Number of signs?: Generally unrestricted on a given property.
- Size?: No larger than 9 square feet;
- Height?: No taller than 5 feet.
- Setback?: No closer than 50 feet of a road intersection; no closer than 10 feet to a private driveway
- Duration?: Signs should be removed as soon as possible after the election.
- Lighting?: Not allowed.

Note: Campaign laws establish certain additional limitations on political signs at/near polling places.

Note: Certain other sign allowances may be permitted. Contact the Department of Public Development, Planning and Zoning, at 706-367-5908 for questions or to discuss additional allowances.

Reference: Sec. 709, Unified Development Code, Jackson County, Georgia.

§ 21-2-414. Restrictions on campaign activities, giving of food or water, and public opinion polling within the vicinity of a polling place; cellular phone use prohibited; prohibition of candidates from entering certain polling places; penalty

(a) No person shall solicit votes in any manner or by any means or method, nor shall any person distribute or display any campaign material, nor shall any person give, offer to give, or participate in the giving of any money or gifts, including, but not limited to, food and drink, to an elector, nor shall any person solicit signatures for any petition, nor shall any person, other than election officials discharging their duties, establish or set up any tables or booths on any day in which ballots are being cast:

- (1) Within 150 feet of the outer edge of any building within which a polling place is established;
- (2) Within any polling place; or
- (3) Within 25 feet of any voter standing in line to vote at any polling place.

These restrictions shall not apply to conduct occurring in private offices or areas which cannot be seen or heard by such electors.

(b) Rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are being cast shall be considered polling places.

(c)

(1) No person shall conduct any exit poll or public opinion poll with voters within 25 feet of the exit of any building in which a polling place is established on any day in which ballots are being cast.

(2) Except for credentialed poll watchers, poll workers, and law enforcement officers, poll managers may manage the number of persons in the polling place to prevent confusion, congestion, and inconvenience to voters.

(d) No person whose name appears as a candidate on the ballot being voted upon at a primary, election, special primary, or special election, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that primary, election, special primary, or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased or other than to transact business with the board of registrars, so long as the person does not violate any other provision of this Code section. Judges of the probate court serving as election superintendents shall enter polling places only as necessary to fulfill their duties as election superintendents and shall not engage in any practice prohibited by this Code section.

(e) This Code section shall not be construed to prohibit a poll officer from distributing materials, as required by law, which are necessary for the purpose of instructing electors or from distributing materials prepared by the Secretary of State which are designed solely for the purpose of encouraging voter participation in the election being conducted or from making available self-service water from an unattended receptacle to an elector waiting in line to vote.

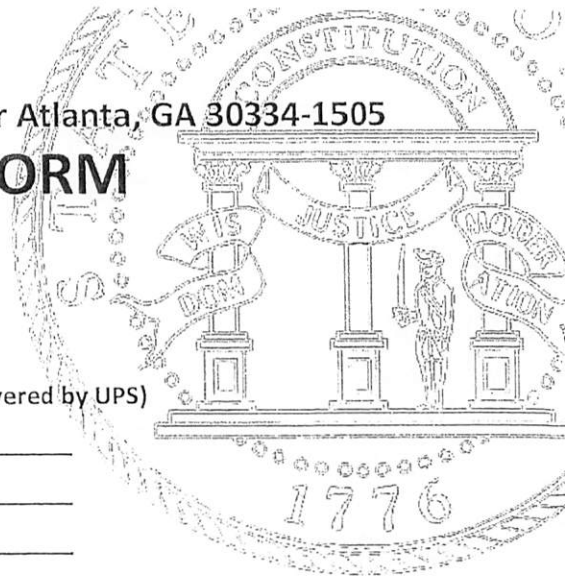
(f) Any person who violates this Code section shall be guilty of a misdemeanor.

Secretary of State

Elections Division

2 Martin Luther King Jr. Dr. Suite 802 - West Tower Atlanta, GA 30334-1505

VOTER LIST ORDER FORM



ORDER NUMBER: _____ FOR OFFICE USE ONLY

DATE: _____

NAME: _____

SHIPPING ADDRESS: (Please provide a physical mailing address. All files will be delivered by UPS)

PLEASE DO NOT USE A P.O. BOX

EMAIL ADDRESS: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

NOTE: All lists will be provided to you electronically.

FOR COUNTY USE ONLY – Payment Only _____ County provided list by (list county name) _____

Date Customer Received Voters List _____ Date Payment Mailed to SOS _____

Check ☐ Money Order ☐ Check/Money Order Number _____
Amount _____ Date Payment Mailed _____

Access http://sos.ga.gov/index.php/elections/order_voter_registration_lists_and_files for list prices, etc. Electronic file only includes date last voted for each registered voter. Contact us via email at bphifer@sos.ga.gov with any questions. Normal production time is 1-2 weeks upon receipt of payment. Please make check or money order payable to Secretary of State. Voters List is a CSV file and can be opened in Microsoft Excel. Voters List does not include telephone numbers, Date of Birth, SSN# or DL#. * Statewide Voter Files will be in a text file format and has to be imported into a data spreadsheet program.

* STATEWIDE VOTER FILE ☐ If you are ordering the Statewide Voter File check the box, skip Voter List Order below and just sign.

VOTERS LIST ORDER

(Please include a detailed description of your request including county and/or municipality.)

Description of Order: ☐ Active Voters ☒ Active and Inactive Voters

County(s): (Required) Jackson County

Municipality(s): (Only include Municipality if you are requesting a Municipal list) City of _____

☒ District Number (s) _____
☐ Precinct Number (s) _____
☐ Neither _____

Warning: In accordance with O.C.G.A. §21-2-601, any person who uses the list of electors provided for in §21-2-225 for commercial purposes shall be guilty of a misdemeanor.

Signature _____

PRINT FORM

TO: _____
Superintendent of Elections
of _____ County/Municipality
State of Georgia

**NOTICE OF CANDIDACY AND AFFIDAVIT
(COUNTY/MUNICIPALITY)**

I, the undersigned, being first duly sworn on oath, do depose and say: my name is _____;

my residence address is _____;
(Street Number) (Street)

(City) (County) (State) (Zip Code)

my post office address is _____;

my telephone number is _____;
(Business) (Home)

my profession, business, or occupation (if any) is _____;

the name of my precinct is _____; I am an elector of the county/municipality of my

residence eligible to vote in the election in which I am a candidate; the name of the office I am seeking is

_____; my date of birth is _____; as of the general election for this office,
(Circuit, District, or Post if Applicable)

I will have been a legal resident of the State of Georgia for _____ consecutive years; a legal resident of _____ county for

_____ consecutive years; a legal resident of my district (if applicable) for _____ consecutive years; and

a legal resident of my circuit (if applicable) for _____ consecutive years; I am a citizen of the United States;

I am eligible to hold such office; that I am a candidate for such office in the _____ to be held on the
(Election)
_____ day of _____, 20_____;

I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted that my civil rights have been restored; and at least ten years have elapsed from the date of completion of the sentence without subsequent conviction of another felony involving moral turpitude; I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec. II, paragraph III); I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. § 21-2) or of the rules or regulations adopted thereunder.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

(Signature of Candidate)

Sworn to and subscribed before me this _____ day of _____, 20_____.

(Notary Public)

My Commission Expires _____

(Required by Ga. Election Code O.C.G.A. § 21.2.132.)

I desire that my name appear on the ballot as follows
(the surname of the candidate shall be as it appears
on the candidate's voter registration card) :

Should I be elected, I desire that my name appear on official
documents as follows:

(Please Print)

(Please Print)

(over)

Check only one

1. ☐ I am running in a special election for a partisan office and my party affiliation is _____.

☒ I am running as a nonpartisan candidate.

☐ I am running as an independent candidate.

☐ I am running to be the nominee of the _____ Party (Body) nominated by:

☐ Convention;

☐ Other (Specify method of nomination and statute and party rule governing and allowing such method of nomination):

2. ☐ I am required to file the above Notice followed by a nomination petition containing at least _____

valid signatures due _____.

☐ I am not required to submit a nomination petition pursuant to O.C.G.A. § 21-2-132, because I am:

☒ Running as a nonpartisan candidate.

☐ Running as an incumbent.

☐ Running in a special election.

☐ Running for a state-wide office nominated by a duly constituted political body convention.

3. ☐ I hereby tender check/money order in the amount of \$ _____.

NAME OF BANK: _____

CHECK NUMBER: _____

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d).

☐ I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § 21-2-132(g), in

lieu of paying the qualifying fee.

NOTE: CANDIDATES FOR THE FOLLOWING OFFICES MUST FILE AN ADDITIONAL AFFIDAVIT IN ACCORDANCE WITH THE LISTED CODE SECTION AND MAY HAVE OTHER REQUIREMENTS IN ORDER TO BE QUALIFIED TO SEEK OFFICE. CANDIDATES SHOULD REVIEW THE QUALIFICATIONS FOR THE OFFICE FOR WHICH THEY OFFER FOR ELECTION CAREFULLY.

CLERK OF SUPERIOR COURT
JUDGE OF THE PROBATE COURT
SHERIFF
CORONER
TAX RECEIVER
TAX COLLECTOR
TAX COMMISSIONER

O.C.G.A. § 15-6-50(b)(2)
O.C.G.A. § 15-9-2(a)(2)
O.C.G.A. § 15-16-1(c)(2)
O.C.G.A. § 45-16-1(b)(2)
O.C.G.A. § 48-5-210(b)(2)
O.C.G.A. § 48-5-210(b)(2)
O.C.G.A. § 48-5-210(b)(2)

| 404-463-1980 | www.ethics.ga.gov

Municipality: City Clerk or Chief Executive Officer

SECTION I MONETARY FEES

RECEIVED

(This section to be completed by Public Officers only)

Identify each monetary fee or honorarium accepted from speaking engagements, participation in seminars, discussion panels, or other activities that directly relate to the official duties of, or to the office of the public officer, with a statement identifying the fee or honorarium and the person from whom it was accepted. (You may attach additional sheets of paper if necessary.)

I received:

- ☐ No monetary fee or honorarium.
- ☐ Monetary fee(s) or honoraria as shown below.

**Identify Fee or Honorarium
And Amount Accepted**

Identifying Information of Person from Who Accepted

SECTION II FIDUCIARY POSITIONS

Name all fiduciary positions held by the candidate for public office or the public officer at any time during the covered year. (You may expand this section if necessary to include all positions.) A **fiduciary position** is any position imposing a duty to act primarily for another's benefit as officer, director, manager, partner, guardian, or other designations of general responsibility of a business entity. A fiduciary position may be a paid or unpaid position. A **business entity** is any corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether profit or nonprofit. (You may attach additional sheets of paper if necessary.)

I held:

- ☐ No fiduciary positions in any business entity.
- ☐ Fiduciary positions in the following business entity(ies).

IDENTIFY:

1. Title of each position.
2. Name and address of business entity.
3. Principal activity of each business entity.

Business entity #1

Business entity #2

Business entity #3

Business entity #4

SECTION III

DIRECT OWNERSHIP INTERESTS IN BUSINESS ENTITY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned or held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify the name, address and principal activity of any business entity and the office held by and the duties of the candidate for public office or public officer within a business entity any time during the covered year in which a direct ownership interest: (A) Is more than 5 percent of the total interest in the business; or (B) Has a net fair market value of more than \$5,000.00. (You may attach additional sheets of paper if necessary.)

I held:

- ☐ No direct ownership interests in any business entity.
- ☐ Direct ownership interests in the following business entity(ies).

IDENTIFY:

1. Name and address of business entity.
2. Principal activity of business entity.
3. The office held by the candidate or the public officer within the business entity.
4. The duties of the candidate or the public officer within such business entity.

Business entity #1

Business entity #2

Business entity #3

Business entity #4

Business entity #5

Ownership Interests

Check One or Both If Applicable

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

SECTION IV DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned or held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify each tract of real property in which the candidate for public office or public officer has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00. "Fair market" value means the appraised value of the property for ad valorem tax purposes. (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

I had:

- ☐ No ownership interests with a fair market value in excess of \$5,000.00
- ☐ Ownership interests with a fair market value in excess of \$5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #2

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #3

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #4

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #5

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

SECTION V
SPOUSE'S DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Identify each tract of real property in which the filer's spouse has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00 (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

My spouse had:

- ☐ No ownership interests with a fair market value in excess of \$ 5,000.00
☐ Ownership in the following tracts with a fair market value in excess of 5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- ☐ Between \$ 5,000 and \$100,000
☐ Between \$100,000.01 and \$200,000
☐ More than \$200,000

Property #2

The Value of this tract is

- ☐ Between \$ 5,000 and \$100,000
☐ Between \$100,000.01 and \$200,000
☐ More than \$200,000

Property #3

The Value of this tract is

- ☐ Between \$ 5,000 and \$100,000
☐ Between \$100,000.01 and \$200,000
☐ More than \$200,000

Property #4

The Value of this tract is

- ☐ Between \$ 5,000 and \$100,000
☐ Between \$100,000.01 and \$200,000
☐ More than \$200,000

Property #5

The Value of this tract is

- ☐ Between \$ 5,000 and \$100,000
☐ Between \$100,000.01 and \$200,000
☐ More than \$200,000

SECTION VI
EMPLOYMENT AND FAMILY MEMBERS

Filer's Occupation _____
Filer's Employer _____
Employer's Address _____
Employer's Principal Activity _____

Filer's Spouse's Name _____
Spouse's Occupation _____
Spouse's Employer _____
Address of Spouse's Employer _____
Principal Activity of Spouse's Employer _____

SECTION VII
INVESTMENT INTERESTS

List the name of any investment (do not list individual stocks and bonds that are held by mutual funds), in which the filer (either individually or with any other legal or natural person or entity) owns a direct ownership interest that:

1. Is more than 5 percent of the total interests in such business or investment, or
2. Has a net fair market value of more than \$5,000.00.

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

SECTION VIII
KNOWN BUSINESS OR INVESTMENT INTERESTS OF SPOUSE AND DEPENDENT CHILDREN

Identify any business or investment known to the filer in which the filer's spouse or dependent children have a direct ownership interest (either individually or with any other legal or natural person or entity) which interest:

1. is more than 5 percent of the total interest in the business or investment,
2. has a net fair market value exceeding \$10,000.00, or
3. is one in an entity for which the filer's spouse or a dependent child serves as an officer, director, equitable partner, or trustee.

(Do not list individual stocks and bonds that are held by mutual funds.)

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

SECTION IX
ANNUAL PAYMENTS RECEIVED
FROM THE STATE OF GEORGIA
(This section to be completed by Public Officers only)

Identify all annual payments in excess of \$10,000.00 received by the public officer, or by any business entity identified in Section III above, from the State or any agency, department, commission or authority created by the State, and authorized and exempted from disclosure under O.C.G.A. § 45-10-25.

I received:

- ☐ No annual payments in excess of \$10,000.00 from any State entity.
☐ Annual payments in excess of \$10,000.00 from the below named State entity(ies).

IDENTIFY:

1. Name and address of State entity making the payments.
2. Amount of annual payment.
3. The general nature of the consideration rendered for the payment(s).

State entity source #1

State entity source #2

VERIFICATION BY OATH OR AFFIRMATION

State of Georgia _____ County of _____

I, the undersigned, being duly sworn (affirm), depose and say that the information in this statement is complete, true, and correct.

Sworn to and subscribed before me on
_____, 20____.

Signature of Notary Public

Signature of Candidate or Public Officer

PENALTIES: Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Ethics in Government Act shall be guilty of a misdemeanor.

My Commission expires _____.

STATE OF GEORGIA

Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Ave SE, Suite 1402-West Tower, Atlanta, GA 30334

**AFFIDAVIT OF A CANDIDATE'S INTENT NOT TO EXCEED \$2,500 IN
CONTRIBUTIONS AND/OR EXPENDITURES**

Per O.C.G.A. §21-5-34(d)(d.1)(1),

_____ is a candidate for /public officer of
(Full Name of Candidate)

_____ in _____
(Office Sought/or Held) (City or County)

By submitting this form I am affirming that I, the above named candidate, **do not** intend to accept during this election cycle* a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500. If the above named candidate does not exceed \$2,500.00 in contributions or expenditures then the candidate **SHALL** not have to file a report under O.C.G.A. §21-5-34 (c).

I understand that if I, the above named candidate, exceed the \$2,500 limit for either accepting contributions or making expenditures for such campaign during the election cycle, but do not accept a combined total of contributions exceeding \$5,000.00 or make expenditures exceeding \$5,000.00 then I, the above named candidate, **SHALL** be required to file only the June 30 and December 31 reports required by O.C.G.A. §21-5-34 (c) (2). The first of such reports shall include all contributions received and expenditures made beginning January 1 of such calendar year.

Furthermore, I understand that if I, the above named candidate accepts a combined total of contributions exceeding \$5,000.00 or makes expenditures exceeding \$5,000.00 for such campaign during any such election cycle, then such candidate or campaign committee chairperson or treasurer shall thereupon be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

*"Election cycle" means the period from the day following the date of an election or appointment of a person to elective public office through and including the date of the next such election of a person to the same public office and shall be construed and applied separately for each elective office.

State of Georgia

County of _____

I, the undersigned, being duly sworn, do swear or affirm, certify and say that this affidavit and the information hereinabove is true, complete and correct to the best of my knowledge and belief.

Sworn to and subscribed before me on _____, _____

Signature of Notary Public

Signature of Candidate/Chairman/Treasurer filing Affidavit

My Commission expires on _____, _____

Notary Seal



Georgia Government Transparency & Campaign Finance Commission
 200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

**DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS (FORM DOI) –
 COUNTY/MUNICIPAL LEVEL FILERS**

INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

1	Today's Date: _____	
2	Candidate (full name): _____ Address: _____ City, State, Zip: _____ Telephone (optional): _____ Email: _____	
3	Name County/City: _____ Name of Office Sought or Held: _____ (include office, district, post, or judicial seat)	Party Affiliation (optional): ☐ Democrat ☐ Non-Partisan ☐ Republican ☐ Other
4	Next Election Year: _____	

Complete sections 5 and 6 ONLY if you have a campaign committee.
 This information does not register a campaign committee. (Please use Form RC to register.)

5	Campaign Committee Chairperson (full name): _____ Address: _____ City, State, Zip: _____ Email : _____
6	Treasurer (full name): _____ Address: _____ City, State, Zip: _____ Email : _____

I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.

 Signature of Candidate

 Date

COUNTY/MUNICIPAL FILERS: File this form directly with the Local Filing Officer in your county and/or municipality
LOCAL FILING OFFICERS: Send a copy via email to localreports@ethics.ga.gov

Campaign Contribution Disclosure Report

Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue S.E. | Suite 1416 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

1. Report Type (Select One) ☐ Original ☐ Amendment Amendment # _____	2. Filing is being made on behalf of (Select One): Candidate or Public Official Office Held or Sought _____ (Include county, municipality, district, post or judicial seat) Filer ID _____ (Filer ID that begins with the letter "C") Organization or Person Other than Candidate's Campaign Committee Committee Name: _____ Filer ID: _____ (Filer ID that begins with the letter "NC")	Use Earlier of Post Mark or Hand-Delivered Date
--	---	--

3. Identifying and Contact Information

(1) _____ (2) _____
Full Name of Candidate or Other Than Candidate Campaign Committee Name Today's Date

(3) _____
Mailing Address City State Zip Code

(4) _____ and/or _____
Primary Contact Phone Number E-Mail

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports? ☐ Yes ☐ No

(6) If yes, is the committee registered with the Commission? ☐ Yes ☐ No

(7) If yes, complete the following: _____
Name of Committee Chairperson Name of Committee Treasurer

4. Period for which you are Reporting

You Must Check Only One Box

My Non-Election Year	My Election Year	Run-Offs (Report required only if you are in a Run-Off Election)	Special Election
☐ June 30, _____ (year) ☐ December 31, _____ (year)	☐ January 31, _____ (year) ☐ April 30, _____ (year) ☐ June 30, _____ (year) ☐ September 30, _____ (year) ☐ October 25, _____ (year) ☐ Dec. 31, _____ (year)	☐ 6 days before Primary Run-Off _____ (year) ☐ 6 days before General Run-Off _____ (year) ☐ 6 days before Special Primary Run-Off _____ (year) ☐ 6 days before Special Run-Off _____ (year)	☐ 15 days before Special Primary, _____ (year) ☐ 15 days before Special, _____ (year) ☐ Dec. 31, _____ (year)
Supplemental Reporting ☐ June 30, _____ (year) ☐ December 31, _____ (year) *Supplemental reports are required of candidates who have unsuccessfully campaigned for office or have resigned from office. See O.C.G.A. § 21-5-34i			

State of _____

County of _____

I, _____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on _____, 20_____

Signature of Notary Public

Commission Expiration

a. Signature of Candidate

b. Organization/Chairperson/Treasurer

State of Georgia
Campaign Contribution Disclosure Report
Summary Report

CONTRIBUTIONS RECEIVED

1	I have no contributions to report. I have the following contributions, including Common Source, to report:	In-Kind Estimated Value	Cash Amount
2	A. If this is the first time to file a disclosure report for the current office sought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of \$100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		

EXPENDITURES MADE

7	I have no expenditures to report. I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of \$100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		

INVESTMENTS

13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		

TOTAL NET BALANCE ON HAND

15	Net balance on hand. (Line 6 - 12 + 14)		
----	--	--	--

* O.C.G.A. 21-5-3(10): Election cycle means the period from the day following the date of an election or appointment of a person to elective public office through and of the next such election of a person to the same public office and shall be construed and applied separately for each elective office including the date.

**State of Georgia
Campaign Contribution Disclosure Report
Outstanding Indebtness**

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)
Public Officer/Candidate/Other Than Candidate Committee Name

State of Georgia

Campaign Contribution Disclosure Report

Itemized Contributions

Must list contributions received by a single contributor for which the aggregate total more than \$100.00.

Note: Loans are no longer reported in "Itemized Contributions" section. See Loan Reporting section below.

Full Name of Contributor Mailing Address (Affiliation of Committee if any)		Contributor		Election Cycle**	Cash Amount	In-Kind Contributions
		Received Date Contribution Type*	Occupation & Employer			Estimated Value
						Description
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special	Cash Amt.	Est. Value
Last Name						Description
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special	Cash Amt.	Est. Value
Last Name						Description
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special	Cash Amt.	Est. Value
Last Name						Description
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special	Cash Amt.	Est. Value
Last Name						Description
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						

Itemized Contributions Page Total \$ _____ \$ _____

First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					Cash Amt.	
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					Cash Amt.	
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					Cash Amt.	
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					Cash Amt.	
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
First Name or Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					Cash Amt.	
Address						
Address2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Description
City						
State	Zip					
Aff. Comm.						
Itemized Contributions Page Total \$ _____ \$ _____						

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

Loan Reporting

Name of Lender & Mailing Address		1. Date of Loan 2. Amount of Loan 3. Election Cycle**	Person(s) responsible for repayment of loan & Mailing Address	1. Occupation & 2. Place of Employment 3. Fiduciary Relationship***
Lender Name (First Name, Business, Inst.)		1.	First Name	1.
Lender Last Name		2.	Last Name	2.
Address		3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address	3. ☐ Public Officer ☐ Candidate ☐ Other Than Candidate Committee Name
Address2			Address2	
City			City	
State	Zip		State	
Lender Name (First Name, Business, Inst.)		1.	First Name	1.
Lender Last Name		2.	Last Name	2.
Address		3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address	3. ☐ Public Officer ☐ Candidate ☐ Other Than Candidate Committee Name
Address2			Address2	
City			City	
State	Zip		State	
Reference: OCGA § 21-5-34(b)(1) Loan Page Total \$ _____				

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

State of Georgia

Campaign Contribution Disclosure Report

Itemized Expenditures

Must list expenditures made to a single recipient for which the aggregate total more than \$100.00.

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name					
Last Name		Date	Occupation		
Address					
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address					
Address2					
City					
State	Zip	☐ Expenditure In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address					
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address					
Address2					
City					
State	Zip	☐ Expenditure In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address					
Address2					
City					
State	Zip				

Page Total \$ _____

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)
Public Officer/Candidate/Other Than Candidate Committee Name

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)Public Officer/Candidate/Other Than Candidate Committee Name Page Total \$ _____

State of Georgia
Campaign Contribution Disclosure Report
Investments Statement

1. Investment Name				Account #	
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ _____ City State Zip				Value at beginning of reporting period \$	
				Value at end of reporting period \$	
				Difference in value \$	
				Interest Paid Out \$	
				Cash Dividends \$	
Investment Transactions					
<u>Date</u>	<u>Person(s) Involved in Transaction</u>	<u>Value of investment purchased</u>	<u>Value of investment sold</u>	<u>Profit</u>	<u>Loss</u>
2. Investment Name				Account #	
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ _____ City State Zip				Value at beginning of reporting period \$	
				Value at end of reporting period \$	
				Difference in value \$	
				Interest Paid Out \$	
				Cash Dividends \$	
Investment Transactions					
<u>Date</u>	<u>Person(s) Involved in Transaction</u>	<u>Value of investment purchased</u>	<u>Value of investment sold</u>	<u>Profit</u>	<u>Loss</u>
<u>Total value of investments at beginning of reporting period \$</u> <u>Total value of investments at end of reporting period \$</u> <u>Total difference in value \$</u>			Page Total Cash Dividends: \$ _____ Page Total Interest Paid Out: \$ _____ Page Total Profit: \$ _____ Page Total Loss: \$ _____		

State of Georgia
Campaign Contribution Disclosure Report
Addendum Statement

The Addendum Statement should be used for explanation of any additional information needed to complete an accurate filing of this report.
Information that is to be reported in the body of the report **should not** be listed on Addendum Statement.

State of Georgia**Two Business Days Report of Contributions Received**

MUST BE SENT VIA FACSIMILE (404-463-1988) OR ELECTRONIC TRANSMISSION.

ANY FACSIMILE FILING SHALL ALSO HAVE AN IDENTICAL ELECTRONIC FILING WITHIN FIVE BUSINESS DAYS FOLLOWING THE TRANSMISSION OF SUCH FACSIMILE FILING.

To be used to report contributions (including loans) of \$1,000 or more,

IF RECEIVED BETWEEN LAST REPORT DUE BEFORE AN ELECTION AND THE ELECTION.

Must be reported within two business days of receipt!

Use Earlier of Post
Mark or Hand
Delivered Date

Identifying Information:

Candidate or Committee Name

Office Sought

E-Mail

Filer ID (begins with the letter "C")

Mailing Address (number and street)

City

State

Zip

Full Name of Contributor

Mailing Address

(PAC Affiliation if applies)

Contributor

Received Date
Contribution Type*Occupation &
Employer

Election

Amount

* Monetary, In-Kind or Loan

I certify and affirm that I have examined this report, and say that the information in this report is complete, true, and correct. Further I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

I further affirm that I understand that the above contribution(s) must also be reported on the next succeeding regularly scheduled campaign contribution disclosure report.

Name of ☐ Candidate ☐ Chairman ☐ Treasurer

Signature

Date



Georgia Government Transparency & Campaign Finance Commission
 200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

**REGISTRATION FORM FOR A CANDIDATE CAMPAIGN COMMITTEE (FORM RC) –
 COUNTY/MUNICIPAL LEVEL FILERS**

Any substantive changes to the registration information of a committee must be updated within 7 business days
INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

ALL LOCAL LEVEL CANDIDATES & ELECTED OFFICIALS: File this form directly with the Campaign Finance Commission via mail or hand-delivery

1	Today's Date: _____	Select Form Type: ☐ Original ☐ Amended
2	Committee (Full Name): _____ Address: _____ _____ _____ City, State, Zip: _____ Telephone Number (optional): _____ Email: _____	
3	Campaign Committee Chairperson (full name): _____ Address: _____ _____ _____ City, State, Zip: _____ Email : _____	
4	Treasurer (full name): _____ Address: _____ _____ _____ City, State, Zip: _____ Email : _____	
5	Candidate (full name): _____ Address: _____ _____ _____ City, State, Zip: _____ Email : _____	
6	Name County/City: _____ Name of Office Sought or Held: _____ (include office, district, post, or judicial seat)	Party Affiliation (optional): ☐ Democrat ☐ Non Partisan ☐ Republican ☐ Other

I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.

 Signature of Person Registering Committee

 Date

ALL LOCAL LEVEL CANDIDATES & ELECTED OFFICIALS: File this form directly with the Campaign Finance Commission via mail or hand-delivery

Campaign Contribution Disclosure Final Report and Termination Statement
Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Avenue SE, Suite 1402 West Tower | Atlanta, GA 30334 | 404-463-1980 |

1. Report Type (Select One) ☐ Original ☐ Amendment Amendment # _____	2. Filing is being made on behalf of (Select One): Candidate or Public Official Office Held or Sought _____ (Include county, municipality, district, post or judicial circuit) Filer ID _____ (Filer ID that begins with the letter "C") Organization or Person Other than Candidate's Campaign Committee Committee Name: _____ Filer ID: _____ (Filer ID that begins with the letter "NC")	Use Earlier of Post Mark or Hand Delivered Date
--	--	--

3. Identifying and Contact Information

(1) _____ (2) _____
Full Name of Candidate or Other Than Candidate Campaign Committee *Today's Date*

(3) _____
Mailing Address *City* *State* *Zip Code*

(4) _____ and/ or _____
Primary Contact Phone Number *E-Mail*

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign, or file the reports? ☐ Yes ☐ No

(6) If yes, is the committee registered with the Commission? ☐ Yes ☐ No

(7) If yes, complete the following

_____ <i>Name of Committee Chairperson</i>	_____ <i>Name of Committee Treasurer</i>
---	---

4. Person Responsible for Maintaining Campaign Records

(1) Full Name _____

(2) Mailing Address _____

(3) City _____ State _____ Zip Code _____

(4) _____ (5) _____
Primary Contact Phone Number *Email Address*

5. TERMINATION DATE: _____

State of _____ County of _____

I, _____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on _____, 20____

_____ <i>Signature of Notary Public</i>	_____ <i>Commission Expiration</i>	_____ <i>a. Signature of Candidate</i> <i>b. Organization/Chairperson/Treasurer</i>
--	---------------------------------------	---

(Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Act shall be guilty of a misdemeanor.)

State of Georgia Campaign Contribution Disclosure Report Summary Report

CONTRIBUTIONS RECEIVED

1	☐ I have no contributions to report. ☐ I have the following contributions, including Common Source, to report:	In-Kind Estimated Value	Cash Amount
2	A. If this is the first time to file a disclosure report for the current office sought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of \$100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		

EXPENDITURES MADE

7	☐ I have no expenditures to report. ☐ I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of \$100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		

INVESTMENTS

13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		

TOTAL NET BALANCE ON HAND

15	Net balance on hand. (Line 6 - 12 + 14)		
----	--	--	--

* O.C.G.A. 21-5-3(10) : Election cycle means the period from the day following the date of an election or appointment of a person to elective public office through and of the next such election of a person to the same public office and shall be construed and applied separately for each elective office including the date.

State of Georgia
Campaign Contribution Disclosure Report
Outstanding Indebtness

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)
 Public Officer/Candidate/Other Than Candidate Committee Name

State of Georgia

Campaign Contribution Disclosure Report

Itemized Contributions

Must list contributions received by a single contributor for which the aggregate total more than \$100.00.

Note: Loans are no longer reported in "Itemized Contributions" section. See Loan Reporting section below.

Full Name of Contributor Mailing Address (Affiliation of Committee if any)		Contributor		Election Cycle**	Cash Amount	In-Kind Contributions
		Received Date Contribution Type*	Occupation & Employer			Estimated Value
						Description
First Name / Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer			Description
Address						
Address2						
City						
State	Zip					
Aff. Comm.						
First Name / Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer			Description
Address						
Address2						
City						
State	Zip					
Aff. Comm.						
First Name / Business Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer			Description
Address						
Address2						
City						
State	Zip					
Aff. Comm.						

Itemized Contributions Page Total \$ _____ \$ _____

First Name / Business Name	Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	☐ Monetary	Employer			Description
City	☐ In-Kind				
State	Zip	☐ Common Source			
Aff. Comm.	☐ Credit Received on Loan				
First Name / Business Name	Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	☐ Monetary	Employer			Description
City	☐ In-Kind				
State	Zip	☐ Common Source			
Aff. Comm.	☐ Credit Received on Loan				
First Name / Business Name	Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	☐ Monetary	Employer			Description
City	☐ In-Kind				
State	Zip	☐ Common Source			
Aff. Comm.	☐ Credit Received on Loan				
First Name / Business Name	Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	☐ Monetary	Employer			Description
City	☐ In-Kind				
State	Zip	☐ Common Source			
Aff. Comm.	☐ Credit Received on Loan				
First Name / Business Name	Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	☐ Monetary	Employer			Description
City	☐ In-Kind				
State	Zip	☐ Common Source			
Aff. Comm.	☐ Credit Received on Loan				
Itemized Contributions Page Total \$ _____ \$ _____					

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

Loan Reporting

Name of Lender & Mailing Address	1.Date of Loan 2.Amount of Loan 3.Election Cycle**	Person(s) responsible for repayment of loan & Mailing Address	1.Occupation & 2.Place of Employment
Lender Name (First Name, Business, Inst.)	1.	First Name	1.
Lender Last Name	2.	Last Name	2.
Address	3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address	
Address2		Address2	
City		City	
State Zip		State Zip	
Lender Name (First Name, Business, Inst.)	1.	First Name	1.
Lender Last Name	2.	Last Name	2.
Address	3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address	
Address2		Address2	
City		City	
State Zip		State Zip	

Reference: OCGA § 21-5-34(b)(1)

Loan Page Total \$ _____

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

State of Georgia Campaign Contribution Disclosure Report Itemized Expenditures

Must list expenditures made to a single recipient for which the aggregate total more than \$100.00.

List Name and Mailing Address of Recipient	Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name	Date	Occupation		
Last Name				
Address	☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment			
Address2				
City				
State		Zip		
Employer				
First Name	Date	Occupation		
Last Name				
Address	☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment			
Address2				
City				
State		Zip		
Employer				
First Name	Date	Occupation		
Last Name				
Address	☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment			
Address2				
City				
State		Zip		
Employer				

Page Total \$ _____

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)
Public Officer/Candidate/Other Than Candidate Committee Name

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment ☐ Payment on Deferred Expense ☐ Investment	Employer		
Address2					
City					
State	Zip				

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)Public Officer/Candidate/Other Than Candidate Committee Name Page Total \$ _____

State of Georgia

Campaign Contribution Disclosure Report

Investments Statement

1. Investment Name				Account #	
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ City _____ State _____ Zip _____				Value at beginning of reporting period \$	
				Value at end of reporting period \$	
				Difference in value \$	
				Interest Paid Out \$	
				Cash Dividends \$	
Investment Transactions					
<u>Date</u>	<u>Person(s) Involved in Transaction</u>	<u>Value of investment purchased</u>	<u>Value of investment sold</u>	<u>Profit</u>	<u>Loss</u>
2. Investment Name				Account #	
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ City _____ State _____ Zip _____				Value at beginning of reporting period \$	
				Value at end of reporting period \$	
				Difference in value \$	
				Interest Paid Out \$	
				Cash Dividends \$	
Investment Transactions					
<u>Date</u>	<u>Person(s) Involved in Transaction</u>	<u>Value of investment purchased</u>	<u>Value of investment sold</u>	<u>Profit</u>	<u>Loss</u>
<u>Total value of investments at beginning of reporting period \$</u> <u>Total value of investments at end of reporting period \$</u> <u>Total difference in value \$</u>			Page Total Cash Dividends: \$ _____ Page Total Interest Paid Out: \$ _____ Page Total Profit: \$ _____ Page Total Loss: \$ _____		

State of Georgia
Campaign Contribution Disclosure Report
Addendum Statement

The Addendum Statement should be used for explanation of any additional information needed to complete an accurate filing of this report.
Information that is to be reported in the body of the report should not be listed on Addendum Statement.

CHAPTER 18

SIGNS AND ADVERTISING DEVICES

ARTICLE I. GENERAL PROVISIONS

Section 18.101.	Findings.
Section 18.102.	Purposes.
Section 18.103.	Intentions.
Section 18.104.	Jurisdiction and general applicability.
Section 18.105.	Definitions.
Section 18.106.	Exemptions.
Section 18.107.	Prohibited signs.
Section 18.108.	Location restrictions.
Section 18.109.	Lighting restrictions.
Section 18.110.	Maximum sign height.

ARTICLE II. REGULATION BY SIGN TYPE

Section 18.201.	Principal ground signs.
Section 18.202.	Accessory ground signs.
Section 18.203.	Residential subdivision or project entrance signs.
Section 18.204.	Wall signs.
Section 18.205.	Window signs.
Section 18.206.	Signs during sale or construction.
Section 18.207.	U.S. Highway 441 corner lot additional sign allowance.
Section 18.208.	Sandwich board signs.
Section 18.209.	Signs on fences.
Section 18.210.	Drive-through lane signage.
Section 18.211.	Flags.
Section 18.212.	Electronic changeable copy signs.
Section 18.213.	Banner, interim.
Section 18.214.	Suspended signs.
Section 18.215.	Projecting signs.
Section 18.216.	Special event signage.
Section 18.217.	Marketing signage for a residential subdivision.
Section 18.218.	Weekend signs.

ARTICLE III. ADMINISTRATION AND ENFORCEMENT

Section 18.301.	Variance.
Section 18.302.	Nonconforming signs.
Section 18.303.	Additional signage on lot with nonconforming sign.
Section 18.303.	Building and electrical permits for signs.
Section 18.304.	Sign permit.
Section 18.305.	Sign maintenance.
Section 18.306.	Discontinued signs.

Section 18.307. Enforcement of illegal signs.

ARTICLE I GENERAL PROVISIONS

Section 18.101.	Findings.
Section 18.102.	Purposes.
Section 18.103.	Intentions.
Section 18.104.	Jurisdiction and general applicability.
Section 18.105.	Definitions.
Section 18.106.	Exemptions.
Section 18.107.	Prohibited signs.
Section 18.108.	Location restrictions.
Section 18.109.	Lighting restrictions.
Section 18.110.	Maximum sign height.

Section 18.101. Findings.

There is a substantial and compelling governmental interest to control signs and other advertising devices for the following reasons, among others:

- (a) Signs by their very nature are intended to gain the attention of motorists and therefore distract them from the primary purpose of maneuvering a vehicle along a road. Sign controls are needed to promote traffic safety and avoid traffic accidents;
- (b) Signage, if left unregulated, can cause confusion and delay in responding to emergencies, because unregulated signs can degrade the utility and reduce the visibility and effectiveness of public safety signs;
- (c) Unregulated signage can contribute to clutter and lack of organization in the wayfinding system of a community and thereby increase the stress levels of motorists;
- (d) The appearance of the city is substantially influenced by signs, and it is essential to the city's long-term economic viability to maintain a positive appearance. Signs and advertising, without regulation, can detract from the character, beauty, and visual attractiveness of the city;
- (e) The size, height, construction materials, location, condition, and attributes of signs can have an adverse impact on surrounding and nearby land uses and properties if not regulated and properly maintained, including the lowering of property values. Abandoned and antiquated signs and sign structures (e.g., a pole with a blank structure for a sign face) can have a particularly detrimental effect on adjacent properties and contribute to an overall image of blight in the community;
- (f) Sign regulations help to assure that public benefits derived from expenditures of public funds for the improvement and beautification of streets and other public structures and spaces are protected. Unregulated signs can neutralize the value and benefit of public investments in streetscapes;

- (g) Sign regulations benefit businesses that seek to advertise. Unregulated commercial signage can be detrimental to individual businesses, because business owners may be compelled to erect larger and costlier signs to outperform neighboring or nearby businesses. Such competition for visibility among businesses can result in too many signs and excessive sizes and heights, to a point of diminishing returns where individual business signs are no longer adequately visible. If unregulated, the competition for visual recognition can defeat the purpose of the signs, which is to carry a message. If signs are left unregulated, patrons of individual businesses may miss their destinations because they cannot find the particular business of choice in the sea of advertising devices;
- (h) Signs placed on building walls and in windows can be excessive if not regulated as to the area of the sign face, and it is in the public interest to ensure that building and window signs are proportional to the building wall or window on which the signs are placed. It is considered inappropriate to attach signs to certain objects like rocks and benches, thereby justifying certain prohibitions. It is also considered inappropriate to allow signs on roofs of buildings, justifying prohibition, since roof signs interrupt the silhouette of the building, overpower the architecture of the building, and can also block views;
- (i) Some signs and advertising devices are designed to move in the wind. For instance, a flag, or feather banners (also called “wind blades”), or ribbons on strings, etc. are designed to capture attention due to movement in the wind. Such signs and advertising devices have greater potential for attracting attention to them given their movement. Without regulations and prohibitions on these types of advertising devices, the result would be clutter, degradation of community appearance, and decrease in public safety;
- (j) Signs which are lighted at night give the appearance of activity or operation that is not consistent with residential character of certain parts of the city. Signs that are internally illuminated also tend to give the appearance of a business area. It is appropriate to control the lighting of signs and to make distinctions on where signs may need to remain unlit, and also where internally illuminated signs are permitted. Lights that flash or blink, or vary in intensity have greater potential to attract attention but also a greater probability of distracting motorists. It is in the interests of the city to prohibit lighting practices on signs that are likely to distract motorists. The luminance of a sign (a measurable quantity) can also be perceived by humans as too bright or imposing glare, or causing a nuisance, and it is in the interest of the city to control the intensity of lighting. Electronic changeable copy signs pose special issues and deserve individual regulation specific to that type of sign.
- (k) Signs, if improperly maintained, present an unkempt appearance and may present an image of blight to visitors, residents, and employees. It is in the interest of the city to ensure that signs are properly maintained to avoid the appearance of blight and also to prevent possible detrimental impact on property values that may result from such blight.
- (l) The regulations contained in this ordinance are no more extensive than necessary to serve the substantial governmental interests and purposes identified in this ordinance.

Section 18.102. Purposes.

The purposes of this ordinance are to promote and protect the public health, safety, general welfare, and aesthetics of the city, specifically including but not limited to the following:

- (a) To provide for the expression of commercial and noncommercial speech by citizens and businesses in the city, and to afford adequate opportunity for self-expression through free speech;
- (b) To reduce clutter and to improve the general attractiveness of the city;
- (c) To enable the public to locate goods, services, and facilities in the city without difficulty and confusion;
- (d) To ensure the reasonable, orderly, and effective display of signs;
- (e) To reduce the probability of traffic accidents due to signs obstructing the vision of or confusing drivers, bicyclists, or pedestrians;
- (f) To ensure that signs are compatible with their surroundings and to protect property values;
- (g) To facilitate and aid in the identification and location of businesses in the city in the event of law enforcement, fire, or other emergencies and to avoid confusion and delay in response to such emergencies;
- (h) To insure proper maintenance, for safety and structural soundness, as well as the appearance and functionality of signs; and
- (i) To balance the rights of individuals to convey their messages through signs with the rights of the public to be protected against the unrestricted proliferation of signs.

Section 18.103. Intentions.

- (a) **Time, place, and manner restrictions.** It is the intent of this ordinance to regulate the composition, type, location, placement, height, size, quantity, illumination, duration, and manner of signs and advertising devices that may be displayed. The regulation of these aspects of signs and sign structures is a valid and lawful means of achieving the intentions and purposes of this ordinance. These intentions and purposes are valid and lawful governmental interests. The regulations contained herein are no more extensive than necessary to serve the substantial governmental interests identified in this ordinance.
- (b) **Content neutrality.** The city intends to adopt and implement regulations which are content-neutral. It is not the intent to regulate the content of messages in any way. To accomplish this, these regulations do not distinguish between on-site or off-site sign content, nor do they distinguish between commercial and non-commercial content. It is

the intent of this ordinance to allow political, religious, or personal (non-commercial) messages on any sign permitted to be erected by this ordinance.

Section 18.104. Jurisdiction and general applicability.

No sign or advertising device may be erected, placed, established, painted, created, moved, or maintained within the city limits of Nicholson except in conformity with this ordinance (chapter).

Section 18.105. Definitions.

Accessory ground sign: A secondary sign allowance provided for in this ordinance, for a sign erected on the ground.

Advertising device: Any structure or device erected or intended for the purpose of displaying advertising situated upon or attached to real property. For purposes of this ordinance, an advertising device is a "sign."

Agricultural use: Any parcel where agriculture, farming, or agriculturally related uses constitute the principal use of the property, as interpreted by the Zoning Administrator.

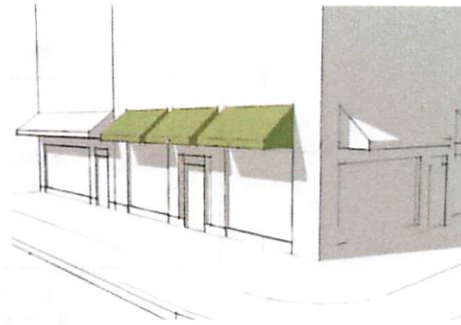
Air-blown device: Any device not otherwise specifically defined in this ordinance, that is designed to inform or attract, whether or not such device carries a message, and which all or part of the device is set in motion by mechanically forced air. For purposes of this ordinance, air-blown devices are advertising devices.



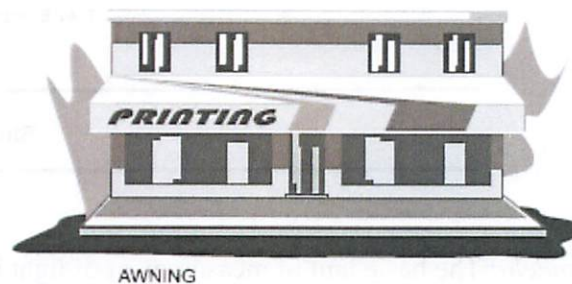
Alteration: A change in the size or shape of an existing sign. Copy or color change of an existing sign is not an alteration. Changing or replacing a sign face or panel is not an alteration.

Animated sign: A sign with action, motion, sound, or changing colors which accomplishes such action, motion, sound, or changing colors with or without electrical energy. This includes signs with lights or other illuminating devices that blink, flash, fluctuate, or have a changing light intensity, brightness, or color. This definition does not include a "suspended sign." For purposes of this ordinance, the transition of a message on an electronic changeable copy sign shall not be considered "animation." An electronic changeable copy sign, as separately defined, is not an animated sign.

Awning: An architectural projection or shelter projecting from and supported by an exterior wall of a building and composed of a covering of rigid or non-rigid materials and/or fabric on a supporting framework that may be either permanent or retractable.



Awning sign: A sign displayed on or attached flat against the surface or surfaces of an awning. Awning signs are “wall signs” for the purposes of this ordinance.

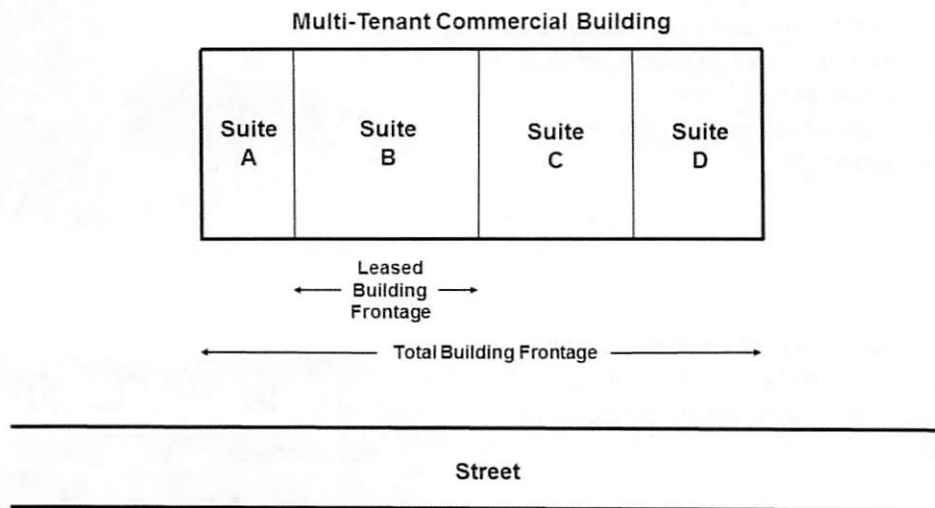


Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Back-lit awning: An awning comprised of covering material exhibiting the characteristic of luminosity obtained by means of a source of illumination contained within its framework.

Banner: A sign with or without characters, letters, illustrations, or ornamentation applied to cloth, paper, plastic, or natural or synthetic fabric of any kind with only such material for a backing. For purposes of this ordinance, a banner is a “sign.” A banner is installed on a building or structure or is attached to poles or other supports and freestanding. It is characteristic of a banner that, even though tied to a support, there is some movement in the wind.

Building frontage: The length (in linear feet) of an exterior building wall or structure of a single premise along either a public way or other properties that it faces.



Candela: The basic unit of measurement of light in SI (metric) units.

Candela per square meter (cd/m²): The SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.

Candle or candlepower: Synonymous with Candela, but in English, not SI, terms.

Canopy sign: A sign attached, painted on, or made an integral part of a canopy, whether that canopy is attached to a building or structure or freestanding. An attached canopy is a multi-sided structure or architectural projection supported by attachment to a building on one or more sides and also supported by columns or supports at additional points. Canopy signs, whether attached, painted on, or made an integral part of an attached canopy (including suspension underneath an attached canopy), are wall signs for the purposes of this ordinance.



CANOPY

Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Changeable copy sign, electronic: A sign on which the sign copy (words, numbers, images, etc.) changes or can be changed by electronic means. This definition includes any sign which results in the illuminated display of messages or information by the use of a matrix of electric lamps, for example, digital, LED (light emitting diode) or similar or refined display technology, or other electric methods, which allows the message change to be actuated by an electronic control mechanism. It is characteristic of such signs that the sequence of messages and the rate of change can be electronically programmed and modified by electronic processes. Electronic changeable copy signs are also “internally illuminated” signs.

Changeable copy sign, manual: A sign on which the sign copy (words, numbers, images, etc.) changes or can be changed manually on the sign itself, such as by replacement of letters, or in the case of a chalkboard which can be erased and the message rewritten.

Changeable copy sign, mechanical: A sign on which the sign copy (words, numbers, images, etc.) changes or can be changed by movement or rotation of panels or slats.

Commercial use: A property containing one or two for-profit entities of a commercial nature including but not limited to restaurants, retail trade establishments, and services. Any property containing two commercial uses shall be considered a commercial use, not a multi-tenant property.

Derelict sign: A sign that is dilapidated or in such condition as to create a hazard or nuisance, or to be unsafe or fail to comply with the building or electrical codes applicable in the city's jurisdiction.

Dissolve: A mode of message transition on an electronic changeable copy sign accomplished by varying the light intensity or pattern, where the first message gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the subsequent message.

Double-faced sign: A sign structure with two sign faces that are parallel (back-to-back) or that form an angle to one another of no more than 60 degrees, where each sign face is designed to be seen from a different direction.

Externally illuminated sign: Any sign that is partially or completely illuminated at any time by an artificial light source that directly or indirectly illuminates the face of the sign from outside the sign structure.

Erect: To construct, build, raise, assemble, place, affix, attach, create, paint, draw, or in any other way bring into being or establish. Activities performed as an incident to the change of advertising message or the normal maintenance or repair of a sign structure are excluded from this definition.

Fade: A mode of message transition on an electronic changeable copy sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Feather banner: A vertical portable sign, made of lightweight material that is prone to move in the wind, and that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, feather, and U-shaped. For purposes of this ordinance, a feather banner is an advertising device and sign.



Flag: A device made of cloth, plastic, or natural or synthetic fabric, with or without characters, letters, illustrations, or ornamentation applied to such surface, and which is designed to move in the wind. For purposes of this ordinance, except as specifically authorized, a “flag” is an advertising device and “sign.”

Foot candle: An English unit of measurement of the amount of light falling upon a surface (illuminance). One foot candle is equal to one lumen per square foot. Can be measured by means of an illuminance meter.

Ground sign: A sign or advertising device which is wholly independent of a building or structure for support (i.e., freestanding). A ground sign may contain more than one sign face, and it is typically double-faced.

Holiday decorations: Signs or displays including lighting which are a non-permanent installation celebrating national, state, and local holidays, religious or cultural holidays, or other holiday seasons (also known as seasonal decorations).

Illuminance: The amount of light falling upon a real or imaginary surface, commonly called “light level” or “illumination”. Measured in foot candles (lumens/square foot) in the English system, and lux (lumens/square meter) in the SI (metric) system.

Illuminated sign: A sign characterized by the use of artificial light, either projecting through its surface(s) (i.e., internally illuminated); or reflecting off its surface(s) (i.e., externally illuminated).

Incidental sign: A sign, emblem, decal, or other message no larger than 1 square foot, designed and sized to be read only from close range (i.e., 5 feet or less), attached to or integrated into a device or structure more than 25 feet from the right-of-way of a road, and not readily legible from any public rights-of-way.

Industrial use: A property containing one or two for-profit entities of an industrial nature, including but not limited to manufacturing, warehousing, and wholesale trade.

Inflatable sign: Any sign or balloon, other than that defined as an “air blown device,” that is or can be filled with air or gas. This includes any three-dimensional ambient air-filled depicting a container, figure, or product. For purposes of this ordinance, inflatable signs and balloons are considered advertising devices.

Institutional use: Any property containing one or two not-for-profit entities of an institutional nature, including but not limited to churches, hospitals, and professional, and civic and charitable organizations.

Interior sign: Any sign erected within a building, including product displays, more than two feet inside an exterior window within a business or establishment and which is not intended to be seen from outside the business or establishment in which the sign is located. This definition does not include “window” signs, as defined.

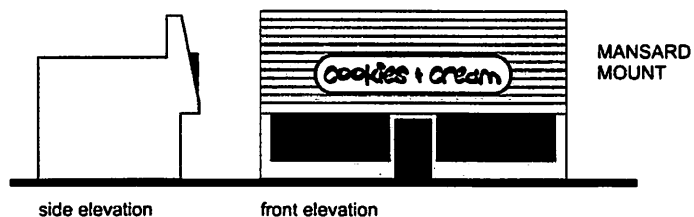
Internally illuminated sign: A sign illuminated by an internal light source which is viewed through a transparent or translucent panel. An electronic changeable copy sign is an internally illuminated sign.

Luminance: The light that is emitted by or reflected from a surface. Measured in units of luminous intensity (candelas) per unit area (square meters in SI measurement units or square feet in English measurement units.) Expressed in SI units as cd/m^2 , and in English units as foot lamberts. Sometimes also expressed as “nits”, a colloquial reference to SI units. Can be measured by means of a luminance meter.

Lux: The SI (metric) unit for illuminance. One lux equals 0.093 foot candles.

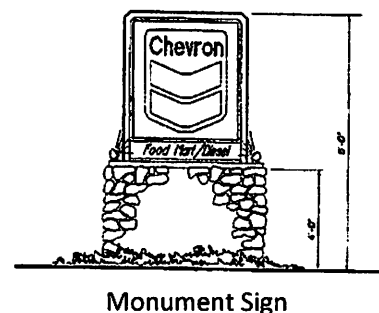
Mansard: A roof-like facade comparable to an exterior building wall.

Mansard sign: A sign painted on, attached to, or hung from a mansard. For purposes of this ordinance, mansard signs are “wall signs.”



Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Monument sign: A sign where the structural part of the sign below the sign face encompasses an area no more than 50% of the area of the sign face and which is composed of brick, stone, or other similar quality material, and which the base is composed of or finished on the exterior with brick or stone or other approved material that is at least 18 inches in height above the ground.



Multi-tenant property: Any parcel designed, occupied, or intended for occupancy for three or more leasable spaces or parcels under one ownership or management. This ordinance distinguishes between multi-tenant properties based on use as follows: residential (a “major” residential subdivision, a multiple-family apartment complex, or a manufactured home park); institutional (e.g., government or nonprofit complex); commercial (an office park with multiple buildings on individual parcels or multiple office buildings on a single parcel, a commercial shopping center, or a single commercial building with three or more leasable spaces); and industrial (industrial park with separate parcels or a single industrial building with three or more leasable spaces).

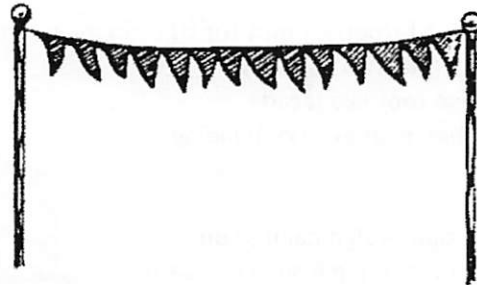
Multiple-faced sign: A sign containing three or more faces.

Mural: A picture or image (including but not limited to painted art) which is painted, constructed, or affixed directly onto a building wall, which may or may not contain text, logos, and/ or symbols.

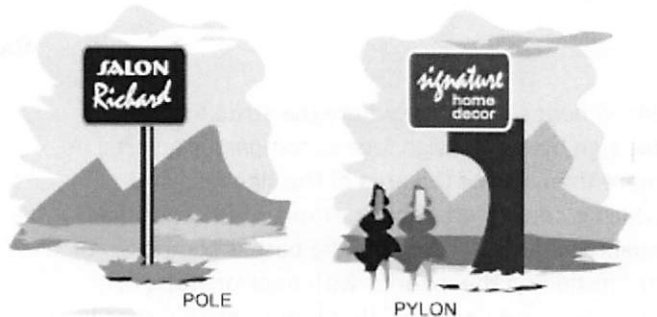
Nit: A photometric unit of measurement referring to luminance. One nit is equal to one cd/m^2 .

Nonconforming sign: Any sign which lawfully existed on the effective date of this ordinance but which does not conform to the provisions of this ordinance, or which does not comply with this ordinance due to amendments to this ordinance since the date of erection of the sign.

Pennant: A small, triangular or rectangular flag or multiples thereof, made of lightweight plastic, fabric, or other material, individually supported or attached to each other by means of a string, rope, or other material and meant to be stretched across or fastened to buildings, or between poles and/or structures, and which is designed to move in the wind. For purposes of this ordinance, pennants are advertising devices.



Pole or pylon sign: A sign that is mounted on a freestanding pole or poles, columns, or similar support such that the bottom of the sign structure is not in contact with the ground along the entire portion of the sign face. A pole or pylon sign is distinguishable from a monument sign.

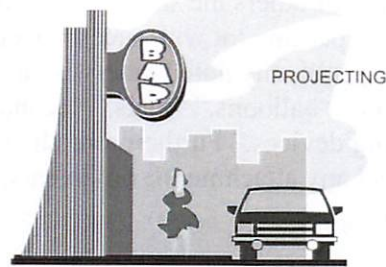


Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs

Principal use sign: Any notice or advertisement, which is permitted in conjunction with a principal use or principal building or use located on the property, and which may display a noncommercial, commercial, or other message, the content of which is not regulated by this ordinance.

Projecting sign: A sign that projects more than eighteen inches from a building face or wall or from a structure whose primary purpose is other than the support of a sign.

Residential use: Any parcel with a single dwelling unit or a two-family dwelling unit on it, or any other residential use except those interpreted by the Zoning Administrator as a multi-tenant residential or institutional property.

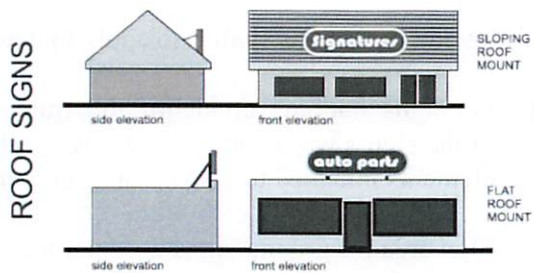


Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Revolving sign: A sign that has the capability to revolve about an axis. For purposes of this ordinance, a revolving sign is an “animated” sign.

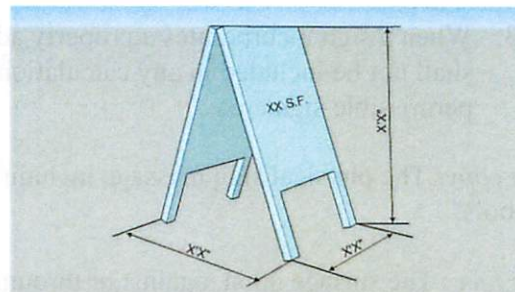
Road frontage: The distance in linear feet of a parcel where it abuts the right-of-way of any public street.

Roof sign: A sign projecting to a greater height than the front building wall, or any sign supported by or attached to a roof, including a sign painted on or adhered to a roof. A sign placed on the fascia portion of a mansard roof is not a roof sign.



Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Sandwich board sign: A portable sign that typically consists of two faces connected and hinged at the top and with a message targeted to pedestrians. They are also commonly referred to as A-frame signs.



Scoreboard: A sign contained within an athletic venue and which is directed so as to be visible to the attendees of an athletic event.

Scroll: A mode of message transition on an electronic changeable copy sign in which the message appears to move vertically across the display surface.

Sign: A lettered, numbered, symbolic, pictorial, visual display, device, or communication designed or used for the purpose of identifying, announcing, directing, informing, or bringing to the attention of others the subject thereon, that is visible from the public right-of-way, a driveway or parking lot with access to a public right-of-way, or from an adjacent property, except as specifically noted otherwise in this ordinance. The term sign includes but is not limited to "banners," "balloons," "flags," "pennants," "streamers," "windblown devices," and "advertising devices." Furthermore, the term "sign" includes the sign structure, supports, lighting system, and any attachments, ornaments, or other features used to draw the attention of the observers.

Sign area: The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as fifty (50) percent of the sum of the area of all faces of the sign.



Source: United States Sign Council, 2011.
Model Code for Regulation of On-Premise Signs.

The following provisions shall also apply to determinations of sign area:

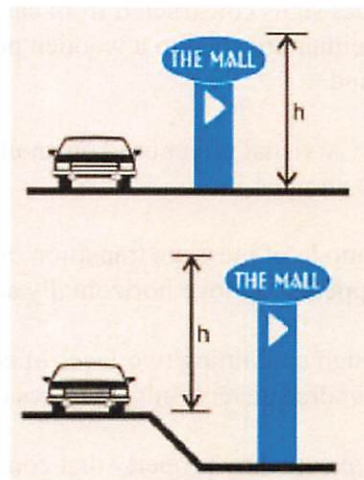
1. For signs that have no identifiable frame or border, the smallest rectangle that includes all of the sign's words, letters, figures, symbols, logos, fixtures, colors, or other design elements intended to convey the sign's message shall establish the area of the sign's face.
2. Sign area for ground signs does not include the structural support for the ground sign (e.g., pole or monument base), unless the structural support is internally illuminated or otherwise so designed to constitute a display device, or a part of a display device.
3. When a sign incorporates a property address, the area devoted to the property address shall not be included in any calculations for purposes of determining the maximum permissible sign area.

Sign copy: The physical sign message including any words, letters, numbers, pictures, and symbols.

Sign face: The surface upon, against or through which the sign copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, nonstructural thematic or decorative trim, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or border.

1. In the case of panel or cabinet type signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate upon which the sign copy is displayed or illustrated, but not open space between separate panels.
2. In the case of signs painted on a building, or individual letters or graphic elements affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn closest to the edge of the letters or separate graphic elements comprising the sign copy, but not the open space between separate groupings of sign copy on the same building or structure.
3. In the case of sign copy enclosed within a painted or illuminated border, or displayed on a background contrasting in color with the color of the building or structure, the sign face shall comprise the area within the contrasting background, or within the painted or illuminated border.

Sign height: The height of a sign shall be equal to the vertical distance from the average grade at the base of the sign, or from the crown of the roadway of the nearest street within 50 feet of any portion of the sign, to the highest point of any portion of the sign, whichever results in the greater sign height. Any earthen berms and elevated foundations supporting signs, signposts or other sign supports shall be included in the height of the sign.

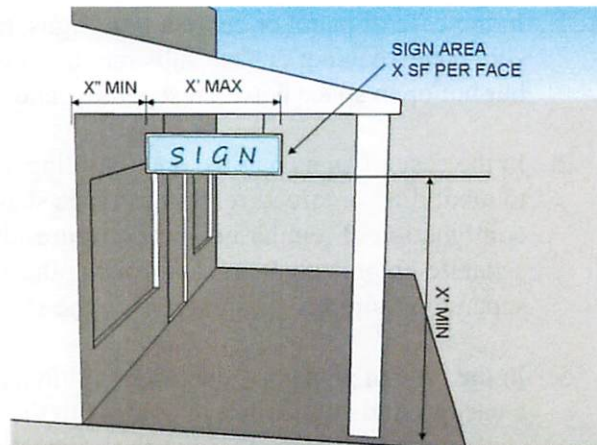


Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Sign in need of maintenance: Any sign or advertising device that includes any of the following or similar condition as identified by the city: lettering or other elements of the sign have become detached or have fallen off the sign or become misaligned; painted surfaces on the sign or sign structure have begun to peel, flake over a significant portion of the sign, or have faded or oxidized to an extent that the sign no longer displays the message as originally intended; a significant number of the bricks, stones, or other materials on the structural base of a sign have become detached or have fallen off, or have become misaligned; or one or more illumination devices are not working and have not been replaced.

Sign structure: Any structure designed for the support of a sign.

Suspended sign: A sign attached to the underside of a canopy, awning or the cover of a walkway or beneath a support extending from a building. A suspended sign is distinguishable from an animated sign even if the sign copy area is attached to a building or structure in a way that can be set in motion with wind pressure. This term does not include any freestanding signs.



Temporary ground sign: A sign of a nonpermanent nature and erected for a limited duration. This term includes signs constructed from cardboard, coated paperboard, or corrugated plastic and which are either attached to a wooden post or stake in the ground, or set with a wire metal frame in the ground.

Transition: A visual effect used on an electronic changeable copy sign to change from one message to another.

Travel: A mode of message transition on an electronic changeable copy sign, in which the message appears to move horizontally across the display surface.

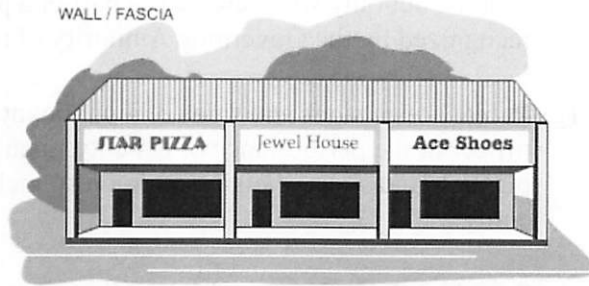
V sign: A sign containing two faces of equal size, positioned at an interior angle subtending less than one hundred seventy-nine degrees (179°) at the point of juncture of the individual faces.

Vacant property: Any property that contains no building or principal use; or a building that contains a building or structure which has not been occupied for six or more consecutive months.

Vehicular sign: Any sign placed, mounted, painted on or affixed to a motor vehicle, freight, flatbed or storage trailer or other conveyance when same are placed or parked in such a manner that can be viewed from the public right(s)-of-way; provided, however, that this definition shall not apply when (1) Such conveyances are actively being used to transport persons, goods or services in the normal course of business; or (2) such conveyances are actively being used for storage of construction materials for, and on the same parcel where a construction project for which building is underway and required permits have been issued. Even if the wheels or supports of such sign are removed and the sign converted and attached, temporarily or permanently, to the ground or other structure, said sign shall remain a vehicular sign for purposes of this ordinance.

Visible: Capable of being seen (whether or not legible) without visual aid by a person of normal visual acuity.

Wall sign: A single-sided sign with one visible face applied to or mounted to the wall or surface of a building or structure, in a parallel fashion, and which does not project more than 4 inches from the outside wall of such building or structure.



Source: United States Sign Council. 2011.
Model Code for Regulation of On-Premise Signs.

Windblown device: Any device that is designed to inform or attract, whether or not such device carries a message, and which all or part of the device is set in motion by wind. This device includes streamers, ribbons, or long narrow strips of fabric, plastic, or other pliable material designed to move in the wind. For purposes of this ordinance, windblown devices are advertising devices. Flags, banners, and suspended signs are defined separately and are therefore not considered windblown devices for purposes of this ordinance.

Window sign: A sign that is placed on or behind a windowpane or a glass door or a sign installed within two (2) feet of an exterior window or door and intended to be visible from the exterior of the building. Displays which show products or depict services sold on the premises and which are more than two (2) feet from an exterior window or door shall not be classified as window signs.

Section 18.106. Exemptions.

The following types of messaging and signs are exempt from this ordinance. No sign permit is required, and this ordinance does not impose regulations on the following:

- (a) Signs, building markers, and decorative or architectural features carved into a building or raised in integral relief on a building. Signs or letters that are raised must be a physical part of the building façade to qualify under this provision; they must be a part of the physical construction of the building materials comprising the façade; letters or signs that are merely attached to the exterior façade of the building do not qualify, even if the same finish or color.
- (b) Cemetery stones and markings of individual graves or burial plots.
- (c) Holiday decorations, provided that they temporary (seasonal basis) and are removed within a reasonable period following the holiday season to which they pertain.
- (d) Incidental signs, unlighted.
- (e) Interior signs.

- (f) Murals, but only when erected as part of a public art program or other program recognized by the Governing Authority of the City of Nicholson.
- (g) Public notice signs and signs of a public interest, erected by or on the order of a public officer in the performance of his duty, such as public notices, safety signs, memorial plaques, and signs of historical interest, including street pole banners erected by a public entity.
- (h) Scoreboards that are part of a public or private recreational facility.
- (i) Signs required by federal or state law, including but not limited to signs identifying disabled parking spaces required pursuant to applicable state law or the Nicholson zoning ordinance.
- (j) Signs not oriented or intended to be legible from a public right-of-way or adjacent property, or from outdoor areas of public property.
- (k) Street/property address identifiers and building identification numbers.
- (l) Traffic safety signs, installed within the right-of-way of a public street under the authority of the state or a local government, or traffic safety signs installed along driveways and in off-street parking lots, per the requirements of the City Engineer and consistent with the Manual on Uniform Traffic Control Devices.

Section 18.107. Prohibited signs.

The following signs and advertising devices are prohibited unless otherwise specifically provided in this ordinance:

- (a) Air-blown advertising devices.
- (b) Animated signs, including but not limited to signs that rotate, revolve, or have moving parts and signs that emit smoke, open flames, vapor, particles, sound, or odor.
- (c) Inflatable signs and advertising devices.
- (d) Hand-held signs.
- (e) Signs erected within a state or city right-of-way without the permission of the owner. Any unauthorized traffic control device or sign or message placed in a public right-of-way by a private organization or individual constitutes a public nuisance and is subject to removal.
- (f) Signs erected without the permission of the property owner.

- (g) Signs that are painted on or attached to trees, rocks, or other natural features.
- (h) Signs that obstruct any fire escape, window, door, or opening usable for fire prevention or suppression, or that prevent the free passage from one part of a roof to any other part thereof.
- (i) Signs shaped in a manner and with a color that imitates, or could be mistaken for, an official traffic control sign, such as a red, octagonal "stop" sign or yellow, triangular "yield" sign.
- (j) Signs containing reflective elements that sparkle in the sunlight or otherwise simulate illumination during daylight hours or that contain luminous paint that glows in the dark.
- (k) Umbrellas used for advertising or with sign copy.
- (l) Vehicular signs, and signs or advertising devices attached to vehicles not operating within public rights of ways.
- (m) Wind-blown advertising devices.

Section 18.108. Location restrictions.

- (a) **Signs in public right of way.** No sign shall be erected on or encroach on any public right-of-way unless authorization is specifically granted by the Governing Authority of the City of Nicholson. Such sign shall be consistent with applicable state law with regard to signage in public rights-of-ways.
- (b) **Visibility clearance area.** No portion of a sign face, and no portion of a sign structure wider than 12 inches, between the heights of 2½ feet and 12 feet shall be located within 20 feet of the intersection of the right-of-way lines of streets, roads, highways or railroads, or within 20 feet of the intersection of a street right-of-way and either edge of a driveway. In addition, no sign shall obstruct or impair the vision of any vehicle operator at the intersection of any public rights-of-way, at any entrance onto or exit from a public road, or any other location where said obstruction would create a hazard to life or property.
- (c) **Obstruction of visibility of public sign.** No sign shall be located so as to obscure or otherwise interfere with the effectiveness of an official traffic sign, signal, or device.
- (d) **Height clearance.** Projecting signs and any sign suspended from a canopy shall provide a minimum of 8 feet of clearance from ground level to the bottom of the sign.

Section 18.109. Lighting restrictions.

- (a) It shall be unlawful to utilize strobe, laser, and search lights except for emergency or public safety operations.

- (b) Neon tubes or other exposed tubes containing luminescent gas on the outside a building or located inside a building, and lights of any type outlining a window or door, are prohibited. This does not exclude neon tube signs located inside the building.
- (c) Signs located on properties utilized exclusively for a single-family dwelling (including manufactured home), two-family dwelling (duplex), exclusively for agricultural use, or combination of agricultural and residential use, shall not be illuminated.
- (d) Temporary signs shall not be illuminated.
- (e) Signs that are authorized to be illuminated shall not exceed a maximum luminance level of 500 cd/m² or nits, regardless of the method of illumination, from apparent sunset until apparent sunrise, as determined by the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce, for the specific geographic location and date. At or after apparent sunrise, signs authorized to be illuminated may resume luminance levels appropriate for daylight conditions, when required or appropriate.

Section 18.110. Maximum sign height.

- (a) Unless otherwise specifically provided in this ordinance, signs shall not exceed the height allowances provided in Table 18.1:

Table 18.1
Maximum Ground Sign Height

Type of Sign	Commercial	Industrial	Institutional	Agricultural/ Residential	Vacant
	Max. height (ft.)	Max. height (ft.)	Max. height (ft.)	Max. height (ft.)	Max. height (ft.)
Principal ground signs	16	16	12	8	8
Accessory and all other ground signs where permitted	10	10	6	6	6

- (b) Wall signs shall not exceed the height of the building wall on which it is attached.

ARTICE II REGULATION BY SIGN TYPE

Section 18.201.	Principal ground signs.
Section 18.202.	Accessory ground signs.
Section 18.203.	Residential subdivision or project entrance signs.
Section 18.204.	Wall signs.
Section 18.205.	Window signs.
Section 18.206.	Signs during sale or construction.
Section 18.207.	U.S. Highway 441 corner lot additional sign allowance.
Section 18.208	Sandwich board signs.
Section 18.209.	Signs on fences.
Section 18.210.	Drive-through lane signage.
Section 18.211.	Flags.
Section 18.212.	Electronic changeable copy signs.
Section 18.213.	Banner, interim.
Section 18.214.	Suspended signs.
Section 18.215.	Projecting signs.
Section 18.216.	Special event signage.
Section 18.217.	Marketing signage for a residential subdivision.
Section 18.218.	Weekend signs.

Section 18.201. Principal ground signs.

- (a) One principal ground sign per property frontage shall be permitted for each lot used for one or two commercial, industrial, or institutional uses, not to exceed the following area limits: 48 square feet for commercial or industrial land use and 36 square feet for institutional use.
- (b) One principal ground sign per property frontage shall be permitted for each lot with three or more commercial, industrial, or institutional uses, not to exceed the following area limits: 60 square feet for commercial or industrial land use and 48 square feet for institutional uses.
- (c) All principal ground signs shall be monument signs, as defined.
- (d) A principal use ground sign is not permitted for individual residential or agricultural land uses or for vacant property.

Section 18.202. Accessory ground signs.

One accessory ground sign per property frontage shall be permitted for each lot used for commercial, industrial, institutional, residential dwelling, agricultural land use, and for each vacant property, not to exceed the following area limits: 16 square feet for commercial and industrial, 12 square feet for institutional, and 6 square feet for residential or agricultural land use or vacant property.

Section 18.203. Residential subdivision or project entrance signs.

- (a) Any residential subdivision or multiple-family residential complex shall be permitted one ground sign for each entrance to the subdivision or complex, not exceeding 36 square feet of area for each sign.
- (b) Alternatively, such residential subdivision or complex may install two ground signs per entrance to the subdivision or complex (one on each side of the entrance), not exceeding 18 square feet of area for each sign. When a subdivision or project entrance sign is constructed as an integral part of a wall, only the portion of the monument that contains a message shall be counted for purposes of determining maximum sign area.

Section 18.204. Wall signs.

Wall signage is permitted for commercial, industrial, and institutional land uses. The maximum number of wall signs shall be limited to two per building wall under ownership, lease, or rent, and the total area of wall signs shall not exceed one square foot of sign area per one linear foot of wall under ownership, lease, or rent.

Section 18.205. Window signs.

Window signage is permitted for commercial, industrial, and institutional land uses. The number of signs is not restricted, but the area of window signs shall not exceed 25% of the window area (measured on the basis of each window).

Section 18.206. Signs during sale or construction.

In addition to other signs allowed by this ordinance (chapter), during the time a parcel or building is for sale, lease, or rent, or under construction, the following temporary sign allowance applies:

- (a) One ground sign per property frontage, not to exceed (for each sign permitted) 24 square feet for commercial or industrial, 16 square feet for institutional, and 10 square feet for residential or agricultural uses; and
- (b) One wall sign not to exceed $\frac{1}{2}$ square foot per linear feet of leased wall frontage; or one window sign, subject to the maximum area allowance for window signs of 25% per window.

Section 18.207. U.S. Highway 441 corner lot additional sign allowance.

In addition to all other sign allowances provided in this ordinance, any lot that has frontage on both U.S. Highway 441 and an intersecting public street shall be allowed one additional ground sign not exceeding 24 square feet, or one or two additional wall signs not exceeding 24 square feet (combined area of one or two signs).

Section 18.208 Sandwich board signs.

For commercial uses in buildings with a private hard-surfaced walkway in front of the building, one sandwich board sign no larger than ten square feet, on or within the hard-surfaced walkway is permitted for each 100 feet of building frontage under ownership, lease or rent, of a building, but only during times when the business is open. Such signs shall be unlawful if left in place outside of business hours.

Section 18.209. Signs on fences.

- (a) One identification plate not exceeding $\frac{1}{4}$ square foot of area may be affixed to any fence.
- (b) One banner or other sign or identification plate may be affixed to a fence on commercial or industrial properties, not to exceed 16 square feet in area, but only in lieu of permitted ground or wall signage.

Section 18.210. Drive-through lane signage.

Drive-through lanes serving a restaurant may have a maximum of two display boards, each not exceeding 6 feet in height or 36 square feet in area.

Section 18.211. Flags.

- (a) **Generally.** Any residence, establishment, or institution may display as many as three flags per parcel, when displayed in accordance with this section. Flags may be displayed on a purpose-built, professionally fabricated, freestanding pole, or projecting from a building or door, or placed in a window.
- (b) **Pole flags.** No flag displayed from a pole shall be flown at a height of greater than 35 feet. An individual flag flown from a pole shall not exceed an area of 40 square feet.
- (c) **Projecting flags.** Flags may be flown from a metal or wooden pole attached to a bracket projecting from the side of a building or doorframe. The pole shall not exceed six feet in length, or one inch in diameter. A flag flying from such pole shall not exceed an area of 15 square feet. Flags displayed in such a manner shall not impede pedestrian or vehicular traffic.
- (d) **Window flags.** Flags may be hung in a window. The area of a flag hung in a window is subject to area limitations of this ordinance for window signs, as applicable.
- (e) **Prohibition.** Flags shall not be attached to vehicles, utility poles, light posts, or to the ground in any manner inconsistent with this section.

Section 18.212. Electronic changeable copy signs.

Electronic changeable copy signs may be permitted in conjunction with a principal ground sign that is permitted by this ordinance, subject to the following additional requirements:

- (a) **Zoning limitations.** Such signs shall be permitted only in commercial or institutional zoning districts;
- (b) **Extent of coverage.** An electronic changeable copy sign may comprise the entire sign area of a sign, or it may form only part of the ground sign. such wall, window or permanent ground sign;
- (c) **Permits.** Such signs require the issuance of an electrical permit in addition to a sign permit, and a building permit may be required depending on size and construction;
- (d) **Limit 1 per parcel.** No more than 1 such sign shall be permitted for any single parcel and only 1 such sign may exist on a single parcel;
- (e) **Nature of display.** Sign content/messages shall not move, blink, animate, flash, travel, scroll, vary in light intensity, or behave in any other way which constitutes or implies motion, except as specifically provided in this section during transition time;
- (f) **Ambient light adjustment.** Such signs shall have automatic dimming controls, either by photocell (hardwired) or via software settings, so as to adjust to ambient light levels;
- (g) **Duration of message.** Each message on such sign shall remain fixed for at least six seconds;
- (h) **Transition time.** The change sequence of messages shall either occur immediately, or there shall be a transition time of less than one second between different messages. A "fade" or "dissolve" mode may be used to accomplish a gradual transition from one message to another;
- (i) **Lighting and brightness limitations.** The maximum brightness level for LED signs during daylight hours shall not exceed 5,000 nits (candles per square meter) when measured at the sign's face at its maximum brightness and 250 nits when measured at the sign's face at its maximum brightness between dusk and dawn. LED signs shall be required to have an automatic dimming function to reduce brightness to prescribed levels at dusk. The owner of the parcel on which such a sign is placed shall submit, with the sign permit application, certification from an electrical engineer or other qualified professional that all requirements of this subsection are met, along with supporting documentation ensuring said certification; and

- (j) **Freeze of display when malfunction occurs.** Such signs shall include a default designed to freeze a display in one still position if a malfunction occurs.

Section 18.213. Banner, interim.

The occupant or prospective occupant of a building or leased space may erect a temporary banner not exceeding 32 square feet in area on a front building wall, prior to the issuance of a certificate of occupancy, provided that the occupant or prospective occupant has applied for a sign permit for permanent wall sign (or if permitted, permanent ground sign) for the building or leased space. The temporary banner shall not remain in place for more than 60 days and must be removed once the permanent wall sign is erected.

Section 18.214. Suspended signs.

One suspended sign per commercial establishment, not exceeding 8 square feet, shall be allowed in addition to permitted wall signage.

Section 18.215. Projecting signs.

Projecting signs are permissible as a substitute to a permitted wall sign, subject to the limitations for wall signs and the following additional requirements:

- (a) Projecting signs shall project perpendicularly from the building.
- (b) Projecting signs shall not project more than 3 feet beyond the face of the building.
- (c) Projecting signs shall be secured in place with a frame mount assembly.
- (d) Projecting signs shall have a ground clearance of no less than 8 feet above the lowest ground elevation.

Section 18.216. Special event signage.

Notwithstanding the prohibitions on certain types of signs and advertising devices as specified in this ordinance, upon application for a special event sign permit, additional signage and advertising devices may be authorized by the Zoning Administrator on a temporary basis in the form of a special event sign permit, subject to the following requirements:

- (a) Only 2 temporary special event sign permits shall be issued to any 1 business or institution in any calendar year.
- (b) A special event signage permit shall be valid for a maximum of 30 days.
- (c) It shall be a violation of this ordinance to continue to display temporary signs or advertising devices authorized pursuant to this section, after the expiration of a special event signage permit, unless another such permit is lawfully issued.

At the discretion of the applicant for a special event sign permit, the following may be authorized by the Zoning Administrator, provided that the total square footage of special event signage shall not exceed 32 square feet or its equivalent as determined by the Zoning Administrator and the total number of different signs or advertising devices authorized by the permit shall not exceed two during any event: banner, feather banner, flag, hand-held sign, wind-blown (not including air blown) device, or inflatable sign.

Section 18.217. Marketing signage for a residential subdivision.

This special sign allowance shall apply to subdivisions containing detached, single-family dwellings. Notwithstanding the prohibitions on certain types of signs and advertising devices as specified in this ordinance, upon application for a special event sign permit, additional signage and advertising devices may be authorized by the Zoning Administrator on a temporary basis in the form of a special event sign permit, subject to the following requirements:

- (a) **Duration.** The duration of the special event sign permit shall not exceed six months, unless renewed.
- (b) **Number, type, and area.** The applicant may seek one of the following options
 - 1. One or more temporary ground signs, on premise, not to exceed 32 square feet in area (total for all signs); or
 - 2. No more than two banners or feather banners, not to exceed 32 square feet total for all such banners or feather banners; or
 - 3. No more than two off-premise signs, not to exceed 32 square feet in total; this option shall require that authorization from the property owner be secured and evidence thereof to be submitted as a part of the permit application.

Section 18.218. Weekend signs.

In addition to other sign allowances authorized by this ordinance, signs on properties in all land use categories including vacant lands are also allowed between Friday starting at 5:00 p.m. and Sunday ending at 8:00 p.m. as temporary signs and subject to the following provisions:

- (a) Such signs shall be erected and maintained only with the permission of the owner of the property upon which the sign is erected.
- (b) Such signs shall not exceed 6 square feet in area nor be more than 3 feet in height.
- (c) Nonpermanent but water-resistant construction materials may be used, such as but not limited to poster board, foam core board or illustration board.

ARTICLE III ADMINISTRATION AND ENFORCEMENT

Section 18.301.	Variance.
Section 18.302.	Nonconforming signs.
Section 18.303.	Additional signage on lot with nonconforming sign.
Section 18.303.	Building and electrical permits for signs.
Section 18.304.	Sign permit.
Section 18.305.	Sign maintenance.
Section 18.306.	Discontinued signs.
Section 18.307.	Enforcement of illegal signs.

Section 18.301. Variance.

A property owner or sign owner may apply for a variance from the provisions of this ordinance (chapter).

- (a) The application shall be accompanied by an elevation drawing and/or plot plan, drawn to scale, showing the dimensions and arrangement of the proposed sign. An inventory of signs and sign areas and heights existing on the property shall also be submitted. The Zoning Administrator may require other information about the variance requested and its relationship to the surrounding properties. Variance applications shall be accompanied by a fee as established by resolution of the Governing Authority of the City of Nicholson.
- (b) Applications to vary the sign regulations in this ordinance shall be filed, considered and decided subject to the procedures and notice requirements of Section 16.805, "Variances" of this Code of Ordinances (see Chapter 16, Zoning).

Section 18.302. Nonconforming signs.

Signs which have previously been approved by the City under previously existing ordinances, but do not meet all requirements of this ordinance on its effective date, or which do not meet provisions of this ordinance at the time of its amendment, may stay in place until or unless provided otherwise by this ordinance

- (a) No structural repairs, change in shape, or size of a nonconforming sign shall be permitted except to make the sign comply with the requirements of this ordinance.
- (b) Nonconforming signs shall not be modified to add additional lighting or altered in any way that increases the value of said nonconforming sign.
- (c) A nonconforming sign which has been damaged to such extent that repairs equal to or exceeding fifty percent of the sign's current replacement value, as may be determined by independent appraisal or the Zoning Administrator, shall not be repaired or replaced except in conformity with this ordinance.

- (d) Minor repairs and maintenance of nonconforming signs shall be permitted.
- (e) A nonconforming sign shall not be moved or replaced by another nonconforming sign unless in conformity with this ordinance, except that the substitution or interchange of poster panels, painted boards or dismountable material on nonconforming signs shall be permitted.

Section 18.303. Additional signage on lot with nonconforming sign.

No principal use or accessory use ground sign or wall sign shall be authorized or permitted to be erected on the same property with an existing nonconforming sign until the nonconforming sign has been removed or made to conform to the provisions of this ordinance. This provision shall not apply to billboards as lawfully existed on the effective date of this ordinance (chapter).

Section 18.303. Building and electrical permits for signs.

- (a) **Building permit.** A building permit, if required by the building code, shall be obtained from the Building Inspector prior to installation or placement of any sign. It shall be unlawful for any person to post, display, or erect a sign in the city without first having obtained a building permit, if required by the building code for said sign.
- (b) **Electrical permit.** An electrical permit, if required by the building or electrical code, shall be obtained prior to the installation or placement of any illuminated sign. All electrical service to a sign once installed shall be in compliance with the electrical code. It shall be unlawful for any person to post, display, or erect a sign with an electrical connection in the unincorporated portion of the city without first having obtained an electrical permit, if required by the electrical code for said sign.
- (c) **Conformity.** All signs for which a building permit or electrical permit is required shall be constructed and maintained in conformance with all applicable building code and electrical code requirements.
- (d) **Application and structural plans.** The applicant for a building permit, if required, shall submit application materials as specified by the Building Inspector, including a sketch or print drawn to an engineering or architectural scale showing pertinent information such as wind pressure requirements and display materials in accordance with requirements of the building code.
- (e) **Plan certification.** Plans required for issuance of a building permit for any projecting sign shall be certified as to conformance with all structural and wind-load resistive standards of the building code by a qualified structural engineer, or be prepared using standard drawings prepared by a structural engineer or other qualified professional meeting or exceeding all requirements of the building code.
- (f) **Process.** For signs requiring a building or electrical permit, the city shall process such permit applications in the same manner as required for any other building or electrical

permit, according to procedures specified in the building or electrical code, whichever is applicable, and as administratively established by the Building Inspector and as administered by the Zoning Administrator.

Section 18.304. Sign permit.

- (a) **Required.** A sign permit shall be required for: any ground, projecting, wall, or other sign for which a building permit is required; any ground, wall, or other sign for which an electrical permit is required; and any ground or wall sign with a sign area of 16 square feet or more.
- (b) **Permit application.** An application for a sign permit shall require the authorization of the property owner(s). Only the sign owner or authorized agent of the sign owner may make application for a sign permit. Sign permits shall be issued only to the owner of the real property where the sign is to be located; or to an authorized agent of the property owner, or to a lessee who has the right to maintain a sign on the real property where the sign is to be located; or to a sign contractor, constructor, or erector as the agent of the owner or lessee.
- (c) **Application requirements.** Materials required for a sign permit are supplemental and in addition to the application materials for a building or electrical permit for the sign, if required. An application for a sign permit shall be made on an application form furnished by the Zoning Administrator. The application form and application materials shall include the following:
 - 1. The names, mailing addresses, telephone numbers, and e-mail addresses of the sign owner, sign erector, property owner, lessee (if applicable), and the agent (if applicable) making the application; approval of the property owner shall be evidenced by signature on the application form by the property owner or authorized agent (in which case a power of attorney or other evidence of legal authority to act on behalf of the property owner shall also be submitted);
 - 2. A non-refundable application fee as may be established by resolution of the Governing Authority of the City of Nicholson;
 - 3. The address and description (e.g., tax parcel number) of the property on which the sign is to be erected;
 - 4. An itemized list and/or a keyed site and/or building façade sketch at a suitable scale showing the location, size, and height of all existing signs on the property, and if applicable, an indication of which signs are not in compliance and to be removed;
 - 5. The type of sign to be permitted, as classified by this ordinance;
 - 6. The number of sign faces and the height and area of the sign to be permitted; and

7. The proposed placement location, shown on a sketch of the building façade if a wall sign or on a plot plan, tax map, or boundary survey of the property if a ground sign.
- (d) **Permit application review.** Signs depending on size or other characteristics may require design review as specified in Section 9.04 of the Nicholson zoning ordinance. When required, a sign permit application shall be submitted to the Zoning Administrator for review and disposition. If a building or electrical permit is required, the application for sign permit shall be submitted simultaneously with an application for a building or electrical permit for the sign. Sign permit applications requiring a building or electrical report shall be submitted to the building inspector in conjunction with an application for building and/or electrical permit, if required, for a sign. Building or electrical permits for a sign shall not be issued until a sign permit if required is issued. Incomplete applications will be returned to the applicant and will not be processed. Processing times from the date a complete application for a sign permit has been received, shall not exceed 15 calendar days, during which time the building inspector shall review the application for building and electrical permits, if required, and the Zoning Administrator shall review the sign permit application for compliance with this ordinance. If design review is required per Section 9.04 of the Nicholson zoning ordinance, additional time is required.
- (e) **Decision.** Upon determination that the application fully complies with the provisions of this ordinance, and building and electrical codes if applicable, the Zoning Administrator shall issue the sign permit. Issuance of a sign permit shall be considered sufficient notice to the applicant that such sign permit is approved. Applications for sign permits which do not comply with the provisions of this ordinance or applicable building or electrical codes shall not be approved by the city. In addition, sign permits shall be withheld if the site on which the sign is proposed to be located contains a prohibited sign, a derelict sign, a nonconforming sign, or a sign for which maintenance is required and which has not been maintained in accordance with the requirements of this ordinance.
- (a) **Denial.** If an application for a sign permit is denied, the applicant shall be given written notice stating the reason(s) for the denial. A property owner may reapply for the same sign which was previously denied a sign permit, in order to secure permission for a sign which complies with this ordinance and applicable building and electrical codes. An applicant may appeal the denial of a sign permit in accordance with the provisions for appeals of administrative decisions, as specified in Section 8.06 of the Nicholson zoning ordinance.

Section 18.305. Sign maintenance.

- (a) All signs, together with all their supports, braces, guys, and anchors shall be kept in good repair. Property owners of a sign in need of maintenance shall be responsible for promptly maintaining such sign in good repair.
- (b) In cases of a sign in need of maintenance, the Zoning Administrator or other city designee for enforcement shall notify property owner and sign owner if different of the need to maintain signs. If a condition of sign in need of maintenance still exists for more

than 30 calendar days after the date such notification was mailed, the Zoning Administrator or other city designee for enforcement shall issue a notice of violation and compliance order to the property owner and if different, the sign owner.

Section 18.306. Discontinued signs.

- (a) If a principal use or activity on a property has ceased operation, any permanent ground signs including supports, and wall signs, permitted in connection with said principal use or activity shall be removed within 90 days of the discontinuance of said principal use or activity; provided, however, that a property owner with a significant investment in a sign structure that may reuse the sign structure for another activity within 1 year, may retain the sign structure in compliance with this section.
- (b) If a discontinued principal use ground or wall sign contains a sign face that is in the form of a removable panel, the panel containing advertising shall be removed and replaced with a panel without sign copy until another principal use is established and a sign permit if required is issued for a new principal use ground or wall sign. The purpose of this provision is to prevent the image of blight associated with a sign structure that has had the copy or sign panel removed, leaving interior supports of the sign structure exposed to public view.
- (c) If a discontinued principal use monument sign contains a sign copy area that is not removable without disassembling the monument, then the sign copy area shall be painted over if possible, or, where it cannot be painted over, covered with durable cloth or canvas so that the sign copy and/or underlying structure which was permitted in connection with the business or activity discontinued is no longer visible, until such time as a new sign permit, if required, is applied for and granted, or approved sign copy is affixed on the sign copy area of said monument.

Section 18.307. Enforcement of illegal signs.

- (a) Any action or inaction that violates the provisions of this ordinance or the requirements of an approved sign permit may be subject to the enforcement actions authorized by the City of Nicholson Code of Ordinances, this ordinance (chapter), and the Nicholson Zoning Ordinance (Chapter 16 City Code).
- (b) In the event the City determines that an applicant or other responsible party has failed to comply with the terms and conditions of a permit, an approved plan or the provisions of this ordinance, the zoning administrator or authorized designee (including code enforcement officer) shall issue a written notice of violation to such applicant or other responsible party.
- (c) Prior to taking any of the enforcement actions or imposing any penalties, the city shall first notify the applicant or other responsible party in writing of the intended action, and shall provide a reasonable opportunity of not less than ten business days to cure such violation; provided, however, that violations that constitute an immediate danger to

public health or public safety shall be cured within 24 hours of receipt of such written notice.

- (d) Derelict signs, and any signs erected without proper authorization in street rights of ways, or on private property alongside a right of way that constitute a safety hazard, may be removed from placement in such locations by city personnel.
- (e) In addition to enforcement mechanisms permissible with regard to violations of this ordinance generally, no new sign shall be authorized to be erected on the same property, and no new sign shall be permitted by the city, unless the property on which the new sign is proposed is in compliance with the requirements of this ordinance in all respects.