



HISTORIC
FRANKLIN
TENNESSEE

How to Submit a Sign Application and Upload Plans

This electronic submission is the **ONLY** way to apply for a sign permit. We no longer accept paper plans and applications for signs.

Below is a step by step guide that is easy to follow. Follow these instructions and you will not have any issues.

1. Create a login in here www.franklintn.geocivix.com
2. Click on the orange button that says, “Submit a project for review”.

A screenshot of the City of Franklin, TN website. The header includes the city logo and name, a user profile for 'Doug Bright', and a navigation menu with 'Site', 'Projects', 'Plan Review', 'Support', and 'Contact Us'. The main banner features a park scene with trees and a bench, with the text 'HISTORIC FRANKLIN TENNESSEE'. Below the banner are three cards: 'View Public Projects' with a blue 'Public Projects' button, 'Submit a Project for Review' with an orange 'Submit a Project for Review' button, and 'View Submitted Projects' with a blue 'Submittal Overview' button.

3. Under application type choose 13) Sign Permit.
4. Type in the project name.
5. Click “save and continue”.
6. Read all the bullet points then check the box that says, “check all”.




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7. Click “save and continue”.
8. Add your project address.
9. Click “save and continue”.
10. Select the correct applicant info & enter the info if needed.
11. Click “save and continue”.
12. Add contractor info.
13. Indicate if an electrical contractor has been assigned. If yes, enter contractor info.
14. Click “save and continue”.
15. Answer the 2 questions.
16. If yes, complete info about the signs, just answer the questions.
17. Click “save and continue”.
18. Answer the questions.
19. Click “save and continue”.
20. Confirm the data on your application, then check the box at the bottom of the page.

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**CITY OF
FRANKLIN, TN**

13) Sign Permit
City of Franklin
109 Third Ave So. | Franklin, TN 37064
P: 615-791-3212 | E:
susan.coleman@franklin.tn.gov

Project Overview

Project Title: test	Jurisdiction: Franklin
Application Type: 13) Sign Permit	State: TN
Workflow: Sign Permit	County: Williamson

Address

Project Address:	Parcel(s):
ZoningD:	

Contact Information - Applicant / Organization Requesting Permit

Applicant / Organization Requesting Permit
D Bright

109 3rd ave s , 110
franklin, TN 37064
P: 615-550-6632
F:
na@na.com

Contractor doug b 109 3rd ave s , 110 franklin, TN 37064 P: 615-550-6632 F: na@na.com	Has an electrical contractor been assigned to the project?: No
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Proposed Freestanding Sign Details

Are there any existing freestanding signs?: Yes	Are there freestanding signs proposed?: Yes
Proposed Freestanding Sign Construction: Monument	Height of Sign Face or Sign Area: 5
Height of Overall Sign: 6	Square Footage of Sign Face or Sign Area for Freestanding Sign: 20
Square Footage of overall area of Freestanding Sign: 20	Sign Illumination:
Will the sign be placed on a new or existing circuit?: Existing	Construction Cost:

Proposed Attached Sign Details

Are there any existing attached signs?: No	Are there attached signs proposed?: No
Number of Attached Signs Proposed:	Proposed Attached Sign Construction:
Square Footage of Sign:	Linear Footage of Wall:
Square Footage of Awning/Canopy Sign Face:	Square Footage of Sign #2:
Linear Footage of Wall #2:	Square Footage of Awning/Canopy Sign Face #2:
Square Footage of Sign #3:	Linear Footage of Wall #3:
Square Footage of Awning/Canopy Sign Face #3:	Square Footage of Sign #4:
Linear Footage of Wall #4:	Square Footage of Awning/Canopy Sign Face #4:
Sign Illumination:	Will the sign be placed on a new or existing circuit?: Existing
Construction Cost:	

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

[Confirm](#) [Edit](#)

21. Click “confirm”.



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22. Click “upload files”.

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

test - Application Submittal 001		
<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	NOI.tiff	12/15/17 12:19 PM

[Upload files](#) [Delete selected files](#) [Save and continue uploading later](#) [Invite a consultant to upload](#) [Help](#)

[Save and Continue](#)

23. Drag sign plans and other docs into the box, click start upload.

Document Upload

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf).

[Franklin Submittal Guidelines](#)

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

All plan sheets must be in the proper "landscape" orientation.

Plan sheets should be submitted in a single multi-page pdf file. Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)

Plan sets should **start with a cover sheet** that contains an index of drawings.

In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".

Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

[Add Files](#) [Start Upload](#) 0 b 0%

24. Click “save and continue”.

25. Click “save and continue”.

26. Click “Confirm and Submit for Review”. Click “ok”.

27. Congratulations, you have now uploaded your application.

If you have questions, please call Neighborhood Resources at 615-794-7012 ext. 2