

**INSTRUCTIONS FOR FILLING OUT SIGN PERMIT APPLICATION FORM**

- A. Print the address where the sign will be erected. (Must include street address or house number, use closest house or building address for subdivision identification and temporary type signs.)
- B. Print the name of the business where the sign will be erected.
- C. Print what the sign will say on it. EXAMPLE “Joe’s Fish Market”. If the sign will have a picture or logo on it, then write the word “picture” or “logo” along with the name of the business.
- D. Check the box that describes your zoning classification. You may call Planning & Zoning at (410) 313-2393 if you don’t know.
- E. Print the full name, mailing address and phone number of the property owner in the “Property Owner” section.
- F. Print the name, mailing address and phone number of the sign owner. The sign owner is either the property owner or the person leasing the property where the sign will be erected in the “Sign Owner” section.
- G. Print the full name, mailing address and phone number of the sign contractor who will be erecting the sign on the property in the “Sign Contractor” section.
- H. Print the full business name, name of the contact person, mailing address and phone number in the “Agent” section.
- I. Check one of the boxes. The sign permit will be mailed to the applicable individual.
- J. Place a check on the line next to the word that best describes what type of sign you wish to erect.

Multiple sign permit applications for the same address must be accompanied by a site plan that indicates the location of each sign on the site plan. Start with the letter (A) and continue to mark the letter on each sign drawing with the next letter. Show the location of each lettered sign on the scaled site plan. All signs must be drawn to the same scale.

- K. What is the height and width of your sign? EXAMPLE: Measure from the bottom to the top of your sign. You measure 2 feet. Now measure from the left side of your sign to the right. You measure 3 feet. Therefore in this example you would put the figure 2 feet in the “Sign Height” section and the figure 3 feet in the “Sign Width” section. You would then multiply 2 feet x 3 feet to get a square footage figure of 6 sq. ft.; you would put 6 sq. ft. next to the “Total Sign Area Single Face” section. Finally, you would measure from the ground to the tallest part of your sign. Let’s say you measure from the ground to the top of your sign and you come up with 12 feet. You would then put that figure in the “Height (to top of sign) above finished grade level” section.
- L. Freestanding sign setback from the road right-of-way. EXAMPLE: Your sign is 30 sq. ft. in area this would require a setback of 30 feet from the road right-of-way. (Not your property line) One foot of setback is required for each one foot of sign area. You then look at the height of your sign. Your sign is twenty feet in height. (From grade to the top of your sign) Each 1 foot of height requires a setback of 2 ft. You must use the most restrictive setback from the road right-of-way for your sign. Therefore, in this example, your sign would require a setback of 40 ft. from the road right-of-way.

**FREESTANDING SIGNS** require a site plan that is drawn to scale, shows that scale, all buildings on the property, proposed location of the sign, property lines, street names, all dimensions and the road right of way. The owner of the property should have a copy. **(SEE EXAMPLE ON BACK OF INSTRUCTION SHEET)**

- M. Check all applicable boxes, and contact that organization if there are further requirements.
- N. Check one of the boxes in the “Sign Function” section. Indicate number of building lots if applicable.
- O. What type of material is your sign made of? EXAMPLE: Plastic, wood or metal, etc.
- P. Will your sign be lit? If so, indicate by checking “EXTERNAL” or “INTERNAL” and provide electrician’s name if known. If lit, a licensed electrician is required to get an electrical permit before any work is done.
- Q. What are your building dimensions? EXAMPLE: Your building is located at the corner of Washington Blvd. and Montgomery Rd. The length of your BUILDING (not lot) fronting on Washington Blvd. Is 100 linear ft. The side of your BUILDING (not lot) fronting on Montgomery Rd. is 50 linear ft. Check yes in both boxes because your building fronts on two public streets in the “Building Dimensions” section.
- R. Add up the sizes of all the signs you currently have erected on site. EXAMPLE: You have two signs erected, one that is 5 ft. by 10 ft.; the other sign is 3 ft. by 8 ft. Let’s add that up.  $5' \times 10' = 50 \text{ sq. ft.}$ ,  $3' \times 8' = 24 \text{ sq. ft.}$ , add the 50 sq. ft. and 24 sq. ft. to get the total of sign square footage you already have erected on site. In this example, you would put 74 sq. ft. in this box.
- S. Read, sign, print your name and check one of the boxes in the “Certification Clause” section.
- T. The Owner must sign and print his or her name, or you must attach a property owner permission letter to application.
- U. Check each box that pertains to your application. Also, submit photos of all buildings showing all existing signs and sign dimensions. Submit photos and dimensions of freestanding signs which are anywhere on the building site. (PLEASE: NO POLAROIDS). Copies of photos are acceptable on paper no larger than 8-1/2” x 11” in size.