

# Signage Permit

A guide to help you understand the process:

Application fee: \$ 20.00 per sign side

Paid once the sign has been approved

## What is needed for sign application:

- Please complete the highlighted areas on the application. Application must be completed in order to reduce the delay of your application.
- Please attach 1 color copy (8 ½'x11) of the proposed signage; this must show dimensions of signage, lettering, number of sides. Also please provide photos of existing signage if possible.
- Sign is to measure 1 Liner Foot per store frontage. You cannot exceed your store frontage.

## Processes of Application:

Once the application has been submitted along with all requested information, the application is reviewed by Planning Staff, then the permit along with the copies of the proposed signage go to the Planning Commission for their review , comments and approval. The Planning Commission meets every month, on the last Monday of that month. We advise you to attend the Planning Commission meeting in case there are any questions regarding the proposed signage. This process can take anywhere between 45 to 60 days.

## Final Process of Application:

Once the application has been approved by both the Planning Staff and the Planning Commission, you need to pay the application fee. The application then will be released for construction. If there is any electrical needed please apply at the Carroll County Permits Department (410-386-2674). You will receive a Signage Certificate for approved signage.

We are here to inform and assist you during the process. If any questions or problems arise, please feel free to contact our office and we will do our best to help you.

## Office Contact Information:

301-829-1424 Office Number

301-829-1259 Fax Number

Zoning Administrator: Monika Weierbach

Community Planning Administrator: Heather Smith

Permits Administrator: Annelise M .Niner