



# TOWN OF PORT DEPOSIT SIGN PERMIT APPLICATION

Received by _____
Fee _____
Date _____
Zone: _____

Submit application in accordance with attached directions and sign regulations. Submit with your application:

- Sign graphics, drawing, rendering of sign
- Show sign dimensions on drawing (width, length and height)
- Layout of the property showing location of the proposed sign
- If sign is attached to ground, indicate distance between property line and sign. If sign is to be placed on the building, show placement location on photo.

Note: If the sign is proposed within the State Highway Right of Way, applicant shall receive approval from SHA prior to Town sign approval.

FEES – please submit with application			
Zoning Certificate for Permanent Sign or Graphic Display	\$35	Temporary Sign/Banner Display	\$15

Note: The proposed sign may require a Certificate of Appropriateness from the Port Deposit Historic Area Commission. HAC meets on the third Wednesday of each month. You will notified if you need to appear before HAC.

Please circle correct answer:

Property Address for Location of Sign Installation: \_\_\_\_\_

Off premise? Yes / No If yes, address of business: \_\_\_\_\_

**New Sign?** Yes / No **Replacement Sign?** Yes / No **Temporary Sign/Banner?** Yes / No

Sign Material: \_\_\_\_\_ Sign Post Material: \_\_\_\_\_

Will the sign be illuminated? Yes / No If yes: Internal lighting / External independent lighting

If external, what type of external lighting on sign? \_\_\_\_\_

IMPORTANT: Call Cecil County Permits to verify if you need an electrical permit prior to installation 410-996-5235

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Sq.Footage: \_\_\_\_\_

\_\_\_ Temporary Sign \_\_\_ Temporary Banner \_\_\_ Special Event \_\_\_ Pennant \_\_\_ Ground \_\_\_ Awning

\_\_\_ Projecting \_\_\_ Suspended \_\_\_ Directional \_\_\_ Electronic Message \_\_\_ Attached to building

\_\_\_ Other: \_\_\_\_\_

If Temporary - Duration: \_\_\_\_\_ days / weeks Install date: \_\_\_\_\_ Remove Date: \_\_\_\_\_

Location of temporary sign/banner: \_\_\_\_\_ How will it be secured? \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Permanent Sign(s) – May need to be approved by the Historic Area Commission (depends on location of sign on the property)

Temporary Sign/Banner(s) – Must be approved by the Zoning Administrator or Agent

**TOWN USE ONLY**

Approved: \_\_\_\_\_  
Zoning Administrator or Agent \_\_\_\_\_ Date \_\_\_\_\_

Date reviewed by HAC (if required): \_\_\_\_\_

Action: \_\_\_\_\_

Contingencies/ Conditions: \_\_\_\_\_

Signature: \_\_\_\_\_  
Chair, Historic Area Commission