



## TOWN OF PORT DEPOSIT SIGN PERMIT APPLICATION

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.

Received by \_\_\_\_\_

Fee \_\_\_\_\_

Date \_\_\_\_\_

Zone: \_\_\_\_\_

### FEES – please submit with application

Permanent Sign or Graphic Display	\$20	Temporary Sign/Banner Display	\$15
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Property Address for Location of Sign Installation: \_\_\_\_\_

**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  
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 \_\_\_\_ Flat \_\_\_\_ Suspended \_\_\_\_ Directional \_\_\_\_ Off Premise \_\_\_\_ Electronic Message

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

TOWN USE ONLY

Approved:\_\_\_\_\_

Zoning Administrator or AgentDate

Date reviewed by HAC: \_\_\_\_\_

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

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

\_\_\_\_\_

Signature:\_\_\_\_\_

Chair, Historic Area Commission

## ARTICLE XV SIGNS

### Section 247. Sign Permit Required

1. No person shall erect a sign or billboard within the Town and no person shall repair, alter, relocate or maintain any existing sign or billboard within the Town unless and until a permit for such sign or billboard has been issued by the Zoning Inspector.
2. No permit required by this Article shall be granted until after an application has been reviewed by the Historic Area Commission. The application must provide specifications of the proposed structure, and its proposed location with respect to property lines, nor until the provisions of this Article relating to such structure have been complied with. Each such application shall be accompanied by the required fee. The Historic Area Commission may prescribe suitable regulations not inconsistent with the provisions of this Article concerning the form and contents of all applications for the various types of permits required.
3. No sign permit may be issued by the Zoning Inspector until a Certification of Appropriateness has been issued by the Historic Area Commission.
4. The Zoning Inspector may revoke any permit issued by him/her pursuant to this Article upon failure of the holder thereof to comply with any of the provisions of this Article.

### Section 248. Freestanding Signs

1. All letters, figures, characters or representations in cut-out, irregular form, maintained in conjunction with, attached to or superimposed upon any sign, shall be safely and securely built or attached to the sign structure and shall comply with all the requirements of this Article.
2. No person shall erect any ground sign the total height of which is greater than 40 feet above the level of the street upon which the sign faces, or above the adjoining ground level if such ground level is above the street level.
3. Location.
  - a. No ground sign shall be near than two (2) feet to any other sign, building or structure
  - b. No ground sign shall be nearer the street than the building line established by law or ordinance.
  - c. All ground signs shall conform to the provisions and the requirements of this Article.

4. All ground signs shall be securely built, constructed and erected upon posts and standards designed by standard engineering practices, and shall not be supported and braced by timbers or metal rods.
5. All posts or wood shall be treated to protect them from moisture by creosoting or other approved method when they rest upon or enter into the ground.
6. All ground signs, the premises surrounding such signs, shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious substances, rubbish and weeds.
7. Temporary ground signs advertising the future use or development of property on which such signs are located may be erected, subject to the provisions of this Article; provided, that such signs shall be erected only under the provisions of a temporary, six months renewable permit. No such sign shall exceed thirty (30) feet in length or fifteen (15) feet in height. Such signs shall be removed within thirty (30) days of completion of such development.
8. Renewable permits for ground signs shall be denied by the Zoning Inspector in the event that the sign has not been kept in proper repair or has damaged the public health and welfare by providing a harboring place for rodents or reptiles or a screen for unauthorized dumping grounds refuse. Such signs unfit for a renewal permit shall be ordered removed within thirty days after expiration of the permit, subject to the provisions of this Article for the removal of signs by the Zoning Inspector.
9. Temporary ground directional signs to subdivisions under development are permitted in a residential area; provided, that permission of the owner of the property upon which the sign is erected is obtained, and that there are no objections to such sign by adjoining property owners. Such directional signs shall be no larger than twenty (20) square feet in area. Such signs are subject to the same restrictions as temporary ground signs.

#### **Section 249. Roof Signs**

Roof signs shall not be permitted.

#### **Section 250. Wall Signs**

1. No wall sign shall extend beyond the building line more than eighteen (18) inches; except, that if the sign is illuminated the light reflectors may project six (6) feet beyond the building line.
2. No wall sign shall exceed forty (40) square feet in area and shall be safely and adequately attached to such buildings.

## Section 251. Projecting Signs

1. No projecting sign shall extend above the roof line.
2. Every projecting sign shall be constructed and braced to withstand a horizontal wind pressure of not less than thirty (30) pounds for every square foot of surface exposed, and shall be securely attached to the building wall in an approved manner.
3. No projecting sign shall extend more than four (4) feet six (6) inches from the building line, including attachment irons and the like, unless such sign is less than four (4) feet six (6) inches in height, in which case the maximum projection shall be six (6) feet six (6) inches from the building line. In no case shall a projecting sign extend beyond the curb line.
4. No sign projecting to more than six (6) inches from the building line shall be erected directly above or below a sign projecting six (6) feet, unless there is a space of not less than six (6) feet, separating such signs.
5. No projecting signs shall extend downward nearer than eight (8) feet to the ground or pavement.

## Section 252. Reserved

## Section 253. Reserved

## Section 254. Sign Illumination and Illuminated Signs; Flashing Signs Prohibited

1. Goose neck reflectors and lights shall be permitted on ground signs, roof signs, wall signs, post signs and marquee signs; provided, that the reflectors shall be provided with proper glass lenses concentrating the illumination upon the area of the sign so as to prevent glare on the street or adjacent property.
2. Business signs may be illuminated, but if located in the vicinity of a traffic control signal no red illumination shall be used thereon.
3. All illuminated signs and sign illumination shall be subject to applicable provisions of this Ordinance and of all laws and electrical and building codes which may be in force within the Town of Port Deposit.
4. The application for a permit for the erecting of a sign or other advertising structure in which wiring and connections are to be used shall be submitted by the Zoning Inspector to such official or officials having inspection duties in connection therewith under this Article or an law, electrical code, ordinance or regulation in force in the Town of Port Deposit, and the applicant shall pay any required inspection fee.

5. It shall be unlawful for any person to erect or maintain within the Town any sign the illumination of or for which alternatively flashes on and off or which alternatively increases and decreases in the intensity of illumination.

#### **Section 255. Off-Site or Off-Premises Signs**

No off-site or off-premises sign, as defined by this Article, shall be erected within the Town except upon property which has been zoned for such purpose.

#### **Section 256. Rolling Signs**

1. Rolling signs may be employed for a period no longer than thirty (30) days within one calendar year after permit from the Zoning Inspector.
2. The maximum size of a rolling sign may be no greater than four (4) feet by eight (8) feet per side, and the sign may be double-sided.

#### **Section 257. Obstruction of Windows, Doors, Fire Escapes, Etc., Prohibited**

No sign of any description shall be installed, erected, constructed or maintained in such a manner as to obstruct any fire escape or any window or door, nor shall any sign be attached in any manner to any fire escape.

#### **Section 258. Obstruction of Traffic and Traffic Signs Prohibited**

1. No sign or advertising shall be erected at or near the intersection of any streets in such a manner as to obstruct free and clear vision; or any location where by reason of its position, shape, or color it may interfere with or obstruct the view of, or be confused with, any authorized traffic sign, signal or device.
2. No sign shall make use of the words "stop", "look", "danger", or any other word or phrase of similar character in such a manner as to interfere with, mislead or confuse traffic.
3. No beacon ray or similar type of lighting device shall be permitted.

#### **Section 259. Display of Obscene, Etc., Matter Prohibited**

No person shall display upon any sign or other advertising structure any obscene, indecent or immoral matter.

#### **Section 260. Miscellaneous Requirements**

1. No permit shall be issued for any sign except as prescribed in this Article.

2. No sign shall be maintained in such state of disrepair so as to be unsightly by reason of paint or by partial destruction or dilapidated condition thereof.
3. Signs which contain or consist of banners, posters, pennants, ribbons, streamers, and strings of light bulbs, are prohibited, except as permitted in Section 266.
4. Temporary Signs - Portable signs with maximum area of six (6) square feet are permitted with the issuance of a permit by the Zoning Inspector. Each business may be issued one permit per calendar year good for thirty (30) consecutive days.

#### **Section 261. Existing Signs**

1. All signs which have been lawfully erected and maintained prior to the effective date of this Ordinance shall be deemed as legal and lawful signs under the provisions of this Article; provided that the Zoning Inspector does not find any such sign to be in a state of disrepair or to constitute a safety hazard.
2. No existing ground sign, roof sign, wall sign, projecting sign, post sign or marquee sign shall be enlarged, rebuilt, structurally altered or relocated except in accordance with the provisions of this Ordinance, and not until a permit therefore has been issued by the Zoning Inspector.
3. The issuance of a permit shall not relieve the owner or leaser of the premises from the duty of maintaining safely any of such structures.

#### **Section 262. Enforcement**

1. The Zoning Inspector shall cause to be taken down all signs which are unsafe, insecure, or a menace to the public, or which have been constructed or erected or are being maintained in violation of the provisions of this chapter or are not registered with the Zoning Inspector after first having given ten (10) days notice in writing to the owner of or person maintaining such sign by personally serving him with notice or by leaving such notice at the place of business in connection with which the sign is displayed, with some person found therein.
2. In case such sign is maintained by a person engaged in the business of erecting and maintaining signs such notice may be served by addressing and mailing such notice to the last known address of such person.
3. No person shall maintain or display on or in connection with any premises owned, occupied or used by him any sign in violation of this Article.
4. Any sign installed, erected or maintained in violation of the terms of this Article shall be an unlawful sign. The Zoning Inspector shall take down all signs which are unlawful by first giving ten (10) days written notice to the owner or person maintaining the signs. Such notice may be served by addressing the place of business

in connection with which such sign is used or displayed or by addressing a letter to the owner or person maintaining such sign and mailing the same to his last known address.

5. The Zoning Inspector shall remove any sign of immediate danger or hazard to persons or property, without notice. No person shall maintain or permit to remain upon any premises owned, leased or occupied or used by him, with notice thereof, any unsafe sign or insecure sign liable to injure any person or property.
6. Any property owner within the corporate limits of the Town of Port Deposit where a business has ceased or is terminated shall be responsible for the removal of all signs, posts, and standards and the building and grounds shall be restored to their original condition within 30 days after notification by the Zoning Inspector of the Town of Port Deposit.
7. All expenses incurred by the Zoning Inspector in taking down or removing any sign under this Article shall be charged to the person responsible for such sign and shall constitute a lien on the property upon which such sign was installed as well, which shall be enforceable as a lien for taxes.

#### Section 264. Permitted Signs

1. Signs permitted in the Residential Zones R-1, RM, and R-2 shall be limited to the following:
  - a. One name plate not exceeding two (2) square feet in area which indicates the name of the occupant.
  - b. One unlighted real estate signs not exceeding four (4) square feet in area.
  - c. One unlighted sign not exceeding two (2) square feet in area which identifies a permitted non-residential use.
  - d. One on-site indirectly illuminated sign not to exceed thirty (30) square feet in area shall be permitted in conjunction with a building of a public or semi-public nature. The maximum height of the sign shall be six (6) feet.
  - e. One sign, not exceeding fifteen (15) square feet in area is permitted in conjunction with an approved special exception use except where signage is provided for in other sections of this ordinance.
  - f. Banners and pennants are prohibited except as provided for in Section 265 Special Event Signs.
2. Sign permitted in the R-1, RM, and R-2 Districts are also permitted in the TR, CBD and C-1 districts. The following on-site signs are also permitted:
  - a. Unlighted real estate sign not to exceed fifteen (15) square feet in area.



- b. One indirectly lit freestanding sign not exceeding nine (9) square feet in area or one directly lit projecting sign extending not more than seventy two (72) inches from the front of the building. Signs may not be larger than nine (9) square feet in area and must be at least seven (7) feet from the ground. The sign shall advertise only the business conducted in the building to which it is attached. Corner lots having a minimum of one hundred (100) feet of street frontage may install one indirectly lit freestanding sign not exceeding twenty-four (24) square feet in area in lieu of preceding signage. Additionally, freestanding sign must be set back ten (10) feet from the property line.
- c. One indirectly lit flat sign, not projecting more than nine (9) inches from the side of a building. The sign area is not to exceed one (1) foot of area per linear foot of street frontage or sixty (60) square feet, whichever is less.
- d. No plastic signs are allowed unless they are being used under the provisions of Section 265 as a banner or pennant. The Zoning Inspector may consider alternative materials if recommended by the Historic Area Commission.
- e. In addition to the freestanding sign permitted in b. above, one sandwich board or pedestal sign provided:
  - (1) Only one sandwich board or pedestal sign shall be allowed for any single building; provided, however, that where more than one (1) business occupies a building, each business may have a sandwich board or pedestal sign;
  - (2) Notwithstanding (e)(1), a minimum separation of twenty (20) feet shall be maintained between sandwich boards or pedestal signs;
  - (3) Sandwich boards or pedestal signs on public or private property shall not exceed twenty-four (24) inches in width and thirty-six (36) inches in height; provided, however, that a minimum unobstructed sidewalk width of forty-two (42) inches shall be maintained;
  - (4) No sign shall be placed in a manner which obstructs the vision clearance at a street intersection; and
  - (5) Sandwich boards or pedestal signs located within a public right-of-way shall be placed within that portion of the public right-of-way which abuts the building containing the business or use, provided an encroachment permit has been secured from the Zoning Inspector.
- f. A-Frame Signs. A-frame signs are permitted for retailed businesses that 1) primarily sell perishable goods; or 2) are not visible from a public street and have no options available to provide signage visible from a public street. A-frame signs shall meet the following requirements;
  - (1) Each business shall not have more than one (1) A-frame sign;

- (2) A-frame signs shall be placed on private property and shall be located on the same parcel as the business which qualifies for said sign;
  - (3) A-frame signs shall be removed during non-business hours; and
  - (4) The area of an A-frame sign shall not exceed ten (10) square feet.
- g. An awning sign may be permitted by the Zoning Inspector under the following conditions:
- (1) No sign shall project from an awning.
  - (2) Awning graphics may be painted or affixed flat to the surface of the front or sides, shall indicate only the name and/or address of the enterprise or premises.
  - (3) Awning graphics shall be a single line of lettering not exceeding six (6) inches in height, but if over three (3) inches in height, shall be debited against the permitted wall sign surface area.
  - (4) No awning sign shall be internally illuminated.
- h. Projecting Signs
- (1) A wall-mounted sign perpendicular to the building surface.
  - (3) If flat, each face shall not exceed ten (10) sq. ft.
  - (4) The total area of a three dimensional sign shall be determined by enclosing the largest cross-section of the sign in an easily recognizable geometric shape and computing its area which shall not exceed nine (9) sq. ft.
  - (5) Such sign shall be hung at right angles to the building and shall not project closer than two (2) feet to the curb line.
  - (6) The supporting framework shall be in proportion to the size of such sign.
  - (7) The top of the sign may be suspended in line with one of the following, whichever is the most successful application of scale, linear continuity, and visibility as determined by the Zoning Inspector:
    - (i) suspended between the bottom sills of the second story windows and the top of the doors and windows of the ground floor; or,
    - (ii) the lowest point of the roof of a one story building.

- (8) Projecting signs shall have a minimum clearance of eight (8) feet above grade when located adjacent to or projecting over a pedestrian way. If projecting over an alley or driveway, the clearance must be at least thirteen (13) feet.
3. In the BX district the following off-site signs may be permitted:
- a. In residential areas the following on-site signs are permitted:
- (1) One name plate not exceeding two (2) square feet in area which indicates the name of the occupant.
- (2) One unlighted sign, not exceeding six (6) square feet in area which indicates the prospective sale or rental of property on which it is located.
- (3) One unlighted sign not exceeding two (2) square feet in area which identifies a permitted home occupation.
- b. For commercial and industrial uses the following on-site signs are permitted:
- (1) Total signage not to exceed ten (10) square feet of area for each ten (10) linear feet of street frontage.
- (2) Signs must pertain to goods or services sold on the premises.
- (3) Signs must not rise above roof level.
- c. Shopping centers, industrial parks and office parks may be exempted from the maximum signage limitations provided the Planning Commission has approved a Master Signage Plan. The Master Sign Plan shall contain the following:
- (1) An accurate plot plan of the property or properties included, at such scale as the Zoning Official may reasonably require;
- (2) Location of buildings, parking lots, driveways, and landscaped areas on such zone lot;
- (3) Computation of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of freestanding signs proposed; and
- (4) An accurate indication on the plot plan of the proposed location of each present and future sign of any type, whether requiring a permit or not, except that incidental signs need not be shown.
- (5) The Master Signage Plan shall specify standards for consistency among all signs on properties affected by the Plan with regard to:
- (i) Color scheme;
- (ii) Lettering or graphic style;
- (iii) Lighting;
- (iv) Location of each sign on the buildings;
- (v) Material; and

(vi) Sign proportions.

(6) A Master Signage Plan including window signs may simply indicate the areas of the windows to be covered by window signs and the general type of the window signs (e.g., paper affixed to window, painted, etched on glass, or some other material hung inside window) and need not specify the exact dimension or nature of every window sign.

(7) The Master Signage Plan, for all properties with multiple uses or multiple users, shall limit the number of freestanding signs to a total of one (1) for each street on which the properties included in the plan have frontage and shall provide for shared or common usage of such signs.

(8) A Master Signage Plan shall be included in any development plan, site plan, planned unit development plan, or other official plan required by the city for the proposed development and shall be processed simultaneously with such other plan.

(9) A Master Signage Plan may be amended by filing a new Master Signage Plan that conforms with all requirements of the ordinance then in effect.

(10) If any new or amended Master Signage Plan is filed for a property on which existing signs are located, it shall include a schedule for bringing into conformance, within three (3) years, all signs not conforming to the proposed amended plan or to the requirements of this ordinance in effect on the date of submission.

(11) After approval of a Master Signage Plan, no sign shall be erected, placed, painted, or maintained, except in conformance with such plan, and such plan may be enforced in the same way as any provision of this ordinance. In case of any conflict between the provisions of such a plan and any other provision of this ordinance, the ordinance shall control.

d. In commercial and industrial areas in the BX district the following off-site signs may be permitted as a Special Exception by the Board of Appeals:

(1) Signs may not exceed one-hundred (100) square feet in area.

(2) Signs must not be nearer than one hundred (100) feet to any residence.

(3) Signs must not be nearer than twenty-five (25) feet to any property line.

## Section 265. Prohibited Signs

1. Signs containing graffiti or obscenity.

2. Sign messages painted directly onto the surface of a building or structure other than a sign.

## Section 266. Banners, Pennants and Special Event Signs

### 1. Special Event Signs

- a. A carnival, fair, circus, festival or similar event as determined by the Zoning Inspector may locate banners, flags and pennants provided:

- (1) A permit is obtained containing the date of the event.

- (2) These signs may be displayed no more than one week prior to the event and must be removed no more than three (3) days after the event, except non-profit organizations may display these signs no more than four weeks prior to the event and must remove them no more than three (3) days after the event.

- (3) These signs must be located on-site.

- (4) The event occurs no more than once a year.

- (5) All banners, flags and pennants encroaching in the State Highway Right of Way may require additional approval from the State Highway Administration.

- b. A carnival, fair, circus, festival or similar event, as determined by the Zoning Inspector may display off-premise signs provided:

- (1) Written permission is obtained from the property where the sign is to be located and is provided to the Zoning Inspector.

- (2) A permit is obtained stating location, wording and date of event. Sign information must be limited to event name, date, location and sponsor.

- (3) No more than four (4) signs per event may be erected.

- (4) Signs may not exceed thirty-two (32) square feet in area per sign.

- (5) They may be erected no more than four (4) weeks prior to the event and must be removed no more than five (5) days after the event.

### 2. Grand Opening Signs

- a. A grand opening or grand re-opening is permitted to use banners, pennants or flags provided:

- (1) They are not displayed more than three (3) days prior to the event and are removed within three (3) days after the event.

- (2) A permit must be obtained which would include number, and type of all banners as well as the date of the event.

b. A grand opening or grand re-opening is permitted to display two (2) off-premise signs provided:

(1) Written permission is obtained from the owner of the property where the sign is to be located and is provided to the Zoning Inspector.

(2) A permit must be obtained stating locations, date of event and wording on sign.

(3) Signs may only indicate grand-opening or re-opening, name of business, merchandise available, date of event, location of business and owner's name. These signs shall not include prices.

(4) Signs are not displayed more than two (2) weeks prior to the event and must be removed no more than 1 week after the week.

(5) Signs shall not exceed thirty-two (32) square feet in area.

### 3. Special Sales Signs

a. Banners may be used to advertise a sale provided:

(1) Not more than two (2) banners may be displayed on any lot at any one time.

(2) It does not exceed twenty-four (24) sq. ft. in size.

(3) They are displayed no more than two (2) weeks at a time and six (6) times in any one year period.

(4) A permit shall be required stating size of banners, date to be displayed, business name and number of banners displayed.

b. Commercial centers in BX District may use banners to advertise a sale provided:

(1) Not more than four (4) banners may be displayed on any lot at any one time.

(2) It does not exceed twenty-four (24) sq. ft. in size.

(3) They are displayed no more than two (2) weeks at a time and six (6) times in any one year period.

(4) A permit shall be required stating size of banners, date to be displayed, business name and number of banners displayed.

### 4. Help Wanted Signs

a. Banners may be used to advertise help wanted provided:

(1) Size shall not exceed thirty-six (36) sq. ft. in area in BX zones and twenty-four (24) sq. ft. in area in other commercial zones.

(2) State only "Help Wanted".

(3) Must be located on-site.

5. Additional Regulations for all Banners, Pennants and Flags

- a. Banners and pennants may be indirectly lit during hours of operation only.
- b. No sign may be located so that it substantially interferes with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads.
- c. No sign may be erected so that by its location, color, size, shape, nature, or message it would tend to obstruct the view of or be confused with official traffic signs or other signs erected by governmental agencies.
- d. All signs should be securely attached to the support structure to prevent sagging or dropping of the pennants, banners or flags. Banners should be secured as per the definition.
- e. Such signs shall not be used in the calculation of permitted sign area for each use.

Section 267. Reserved

Section 268. Reserved

Section 269. Reserved