



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 (check one)

<input type="checkbox"/> Zoning Certificate for Permanent Sign or Graphic Display	\$35	<input type="checkbox"/> Temporary Sign/Banner Display	\$15
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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 be 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