



St. Mary's County Department of Land Use and Growth Management

23150 Leonard Hall Drive, Leonardtown, Md. 20650

Phone (301) 475-4200, ext.1500 Fax (301) 475-4672



Please Fill Out the Following Information COMPLETELY. An Incomplete Application May Delay Processing of Your Permit.

SIGN PERMIT APPLICATION

Sign Permit Fee \$20.00 (Per Sign)
(Payable to St. Mary's County Commissioners)

Paid By: Check: Cash:
Card:
Processed By: _____

Owner Name: _____
Mailing Address: _____
Contact Phone #: _____ Contact Fax #: _____
Contact Email Address: _____

Applicant Information (If different from Property Owner)

Applicant Name: _____
Mailing Address: _____
Contact Phone #: _____ Contact Fax #: _____
Contact Email Address: _____

Property Information

Street Address: _____

Tax Map: _____ Grid: _____ Parcel: _____ Acres: _____ Zoning _____ Critical Area Zoning _____

Site Plan Requirements

Provide a site plan of the property, drawn to scale, showing the size and location of **all structures** and **all existing and proposed signs** on the property.

For a Free-Standing Sign

Show the distance from front and side property lines, show the distance from the curb of a public road, show the distance from nearest freestanding sign and all structures, indicate the speed limit of any state highway from which the property is visible.

For a Wall/Projecting Sign, provide an elevation of the building showing the location of the sign, the dimensions of the sign, dimensions of the wall and any existing signs on the wall (If present).

FOR ALL SIGNS – provide a scaled drawing detailing the dimensions of the sign (including height for freestanding signs and height of supporting structures). If the sign is irregularly shaped, enclose it with a dimensioned rectangle. Please provide an aerial of the property showing all existing and proposed signs, including structures and roadways (If present).

Will the sign be illuminated? No _____ Yes _____ Internally _____ Externally _____

Note: All electrical work is to be done by a Maryland Master Electrician.

Is the sign a permanent or non-permanent sign? Permanent _____ Non-Permanent _____

Is the sign on a residential or commercial property? (Please see definitions per 2019 Sign Ordinance) Residential _____ Commercial _____

Additional Information _____

ATTACHMENTS AS APPLICABLE:

- Contract to provide signage or Written Notarized Permission from the property owner to make this application.
- Plot plan (dimensioned or drawn to scale), building elevations, sign drawing(s).
- License number: _____

I HEREBY SWEAR AND AFFIRM UNDER PENALTIES OF PERJURY THAT I HAVE THE AUTHORITY TO MAKE THIS APPLICATION AND THAT THE INFORMATION PROVIDED IS ACCURATE AND TRUE.

Property Owner Signature

Applicant Signature (if different than Property Owner)

Date of Application: _____

By making this application, I agree and consent for employees / agents of St. Mary's County Department of Land Use and Growth Management to enter upon the land, during normal business hours, to conduct such inspections as may be required or necessary to determine compliance with the Comprehensive Zoning Ordinance.