

Synopsis of Sign Regulations Relative to Free-Standing and Building Signs

Free-Standing (Pylon Signs)

Property owner's signature(s) is required on application.

1. Only one (1) free-standing sign is allowed per parcel, regardless of number of businesses on property.
2. Maximum height - 25 feet in Commercial Zones and 35 feet in Industrial Zones.
3. Use either formula to determine allowed signage.
 - a. one (1) square foot of sign for each linear foot of building frontage (facing major street).
 - b. one (1) square foot of sign for each one hundred square feet of gross floor area (ground floor only).
4. Guaranteed thirty-two square feet of signage per premises.
5. Maximum square footage not to exceed two hundred square feet of signage - shopping center or industrial park not to exceed two hundred fifty square feet.
6. If located in the PUD zone, approval from the St. Charles Planning and Design Review Board (PDRB) is required to be submitted with the application. The PDRB may be contacted at (301) 645-4440 or 843-7333.
7. Upon issuance of a sign permit for a pylon sign, a building permit is required.
8. No flashing, rotating, blinking, or portable signs.

Building Signs

1. Flags (excluding American, State and County), banners and roof signs are prohibited.
2. Use this formula to determine allowed signage:
 - a. one (1) square foot of sign for each fifty square feet of gross floor area (ground floor only).
3. Guaranteed thirty-two square feet of signage per business.
4. Individual letters - block-in entire area, example:
12
3 = 36 square feet
5. Projecting signs may not project more than four feet from the wall, nor closer than two feet to curb line of driveway or roadway, and shall have at least ten (10) feet clearance over sidewalks.

Sign Permit Fees

The permit fees for each sign shall be as follows (fees are subject to change every July 1) :

Sign Permits:

0 - 9 square feet	\$11.00
10 - 24 square feet	29.00
25 - 49 square feet	74.00
50 - 99 square feet	97.00
100 - 149 square feet	127.00
150 - 199 square feet	160.00
200 - 249 square feet	184.00
Each additional 25 sq ft over 249 sq ft	12 .00

Temporary Sign Permits:

0 - 24 square feet	\$12.00
25 - 49 square feet	27.00
50 - 99 square feet	80.00
Over 100 square feet	113.00
Each additional 25 sq ft over 100 sq ft	12 .00

SIGN PERMIT APPLICATION

Name of Applicant: _____ Phone: _____ Date: _____

Address of Applicant: _____

Address of Proposed Sign: _____

Name of Property Owner: _____ Phone: _____

Address of Property Owner: _____

The sign will be - Erected ___ Altered ___ Repaired ___ Other _____

On Premises (Y/N)___ Off Premises (Y/N)___ Free Standing (Y/N)___ Flat against building (Y/N)___

Lighted (Y/N)___ If yes, type of lighting? _____

Value of sign \$ _____ Width of building _____ Gross Floor Area _____

Property zone classification _____ Property ID # _____ Tax Map _____ Parcel _____ Lot _____

Total square footage of **existing** signs _____ Total square footage of **proposed** sign _____

Square footage of each **existing** sign _____

Total square footage of existing **AND** proposed sign _____

INSTRUCTIONS TO APPLICANTS

1. No sign shall be erected on any highway right-of way.
2. A sketch must be submitted with this application showing dimensions, design and wording of proposed sign. Also, submit a sketch showing the location of proposed sign, distance to nearest cross road, and the setback from the road right-of-way.
3. Consult the Charles County Zoning Ordinance for sign requirements.
4. Flashing, rotating, or animated signs are forbidden.

I hereby certify that I have read the instructions and the information provided is correct to the best of my knowledge and belief.

Signature of applicant: _____ Date: _____

Signatures of **ALL** Property Owners (all owners of record are required to sign this application)

Witness (Written signature of property owner)

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