

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

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*Property owner's signature(s) is required on all sign applications.*

### **Free-Standing (Pylon Signs)**

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:  
$$\begin{array}{c} 12 \\ \text{┌───────────────────┐} \\ 3 \text{ ────────────────────} \end{array} = 36 \text{ square feet}$$
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:

### Sign Permits:

<u>0 - 9 square feet</u>	<u>\$ 10.00</u>
<u>10 - 24 square feet</u>	<u>\$ 27.00</u>
<u>25 - 49 square feet</u>	<u>\$ 68.00</u>
<u>50 - 99 square feet</u>	<u>\$ 91.00</u>
<u>100 - 149 square feet</u>	<u>\$ 120.00</u>
<u>150 - 199 square feet</u>	<u>\$ 151.00</u>
<u>200 - 249 square feet</u>	<u>\$ 174.00</u>
<u>Each additional 25 sq ft over 249 sq ft</u>	<u>\$ 11.00</u>

### Temporary Sign Permits:

<u>0 - 24 square feet</u>	<u>\$ 11.00</u>
<u>25 - 49 square feet</u>	<u>\$ 25.00</u>
<u>50 - 99 square feet</u>	<u>\$ 75.00</u>
<u>Over 100 square feet</u>	<u>\$106.00</u>
<u>Each additional 25 sq ft over 100 sq ft</u>	<u>\$ 11.00</u>

**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 \_\_\_\_\_

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**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)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(Written signature of property owner)