



Sign Regulations and Permit Process

Freestanding Signs

Only one (1) freestanding sign shall be erected. A shopping center, business park, or industrial park, may have one (1) freestanding sign. No freestanding sign(s) shall be permitted for individual enterprises located within or on the same lot with the shopping center, business park, or industrial park. An additional freestanding sign may be erected on property with dual frontage on state and/or county highways.

Tenant listings on freestanding signs shall be limited for use for retail or shopping centers. The maximum number of tenants allowed on an individual exterior freestanding sign shall be limited to six (6), including registered logos. The minimum size of individual characters/graphics on a tenant listing shall be ten (10) inches in height and all characters/graphics shall be uniform type font and color scheme.

All freestanding signs shall include the street address designation, for example: a sign serving an address for 5000 Crain Highway will have the designation of "5000". The address shall be separate from the main portion of the sign. The character size shall be a minimum of six (6) inches in height, at approximate eye level with standard passenger vehicles, and not exceed three (3) square feet in area. The address will not count towards the maximum allowable sign area.

TYPES OF FREESTANDING SIGNS



Pole Sign



Freestanding Canopy



Monument/pedestal



"A" Sign

The maximum sign area for an “A” sign shall be six (6) square feet. The maximum height and width shall be three (3) feet.

There shall be no more than one (1) corporate/company flag on any parcel not to exceed sixty (60) square feet in size and the pole not to exceed fifty (50) feet in height. A flag with company name and/or logo shall count towards total permitted freestanding signage.

Building Signs

One sign shall be permitted for each customer entrance to the building.

Signs in windows cannot obstruct more than 75% of the window. Any window greater than four (4) feet in height or width may not have lettering, graphics or signs exceeding a total of four (4) square feet in size. Illuminated “open” signs are exempt from this; however, they may not exceed four (4) square feet in size.

Computation of area

Include the entire area within single, continuous, rectilinear perimeter of not more than eight straight lines, or a circle or an ellipse, enclosing the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.

If a sign consists of more than one section or module, all of the area, including that between sections or modules, except air space, shall be included in the computation of the sign area.

The sign surface of a double-faced, back to back sign shall be calculated by using the area of only one side of such sign, so long as the distance between the backs of such signs does not exceed three feet.

The sign surface of a double-faced sign constructed in the form of “A”, shall be calculated by using the area of only one side of such sign (the larger side if there is a size difference), so long as the angle of the “A” does not exceed thirty (30) degrees and at no point does the distance between the backs of such sides exceed five (5) feet.

Computation of height

Measure the distance from the base of the sign at normal road grade to the top of the highest attached component of the sign. Freestanding or pylon signs shall not be placed on a berm or other structure so as to artificially increase the height.

Maximum Sign Size and Height by Road Classification

Sign Type	Principal Arterial Crain Hwy/301	Intermediate Arterial Leonardtown Road/5, 6 East, 231, Berry Rd, 210	Minor Arterial Route 225, Route 488, Smallwood Dr., St. Charles Pkwy, Billingsley Rd.,	Major Collector 6 West, 227, Old Washington Rd./925	Minor Collector or Local Cobb Island, Benedict
Building Sign	1 square foot of sign per 50 square foot of gross floor area	1 square foot of sign per 50 square foot of gross floor area	1 square foot of sign per 75 square foot of gross floor area	1 square foot of sign per 75 square foot of gross floor area	1 square foot of sign per 100 square foot of gross floor area
"A" signs	6' square foot maximum sign size, 3' maximum height	6' square foot maximum sign size, 3' maximum height	6' square foot maximum sign size, 3' maximum height	6' square foot maximum sign size, 3' maximum height	6' square foot maximum sign size, 3' maximum height
Free Standing ¹ (types below)	Size and Height	Size and Height	Size and Height	Size and Height	Size and Height
	1 square foot of sign per 100 square foot of gross floor area	1 square foot of sign per 100 square foot of gross floor area	1 square foot of sign per 125 square foot of gross floor area	1 square foot of sign per 125 square foot of gross floor area	1 square foot of sign per 150 square foot of gross floor area
-pole	25' maximum height	20' maximum height	12' maximum height	12' maximum height	12' maximum height
-pedestal/ monument	12' maximum height	12' maximum height	12' maximum height	12' maximum height	12' maximum height

Freestanding sign area shall not exceed 200 square feet, per sign.

The roads listed on the chart are not all inclusive, if the road is not included on the chart, see the County Comprehensive Plan Figure 5-4.

Submittal Requirement in Obtaining a Sign Permit

- 1) Application: Complete the attached application signed by the property owner or the authorized agent.
- 2) Site Plan: Provide three (3) copies of 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. Show the distance from the proposed sign to the nearest property line(s). For temporary real estate and event signs, the site plan must be drawn to scale of not less than one inch equals 2,000 feet showing the location of the subdivision or event and the number and general location of the signs.
- 3) Sign Design: Provide three (3) copies of the sketch of the sign showing dimensions, height, design and wording of the proposed sign. If the sign is located on the building, provide an elevation of the building showing the location of the sign.
- 4) If located in the Planned Unit Development (PUD) zone, approval from the St. Charles Planning and Design Review Board (PDRB) is required to be submitted with the application. Please contact Meredith Management, to obtain PDRB approval, at 301-843-8111.

Sign Permit Fees

Permanent Signs

0 – 9 square feet	\$ 13.00
10 – 24 square feet	\$ 32.00
25 – 49 square feet	\$ 80.00
50 – 99 square feet	\$ 105.00
100 – 149 square feet	\$ 137.00
150 – 199 square feet	\$ 173.00
200 – 249 square feet	\$ 198.00
Each additional 25 sq ft over 249 sq ft	\$ 14.00

Temporary Signs

0 – 24 square feet	\$ 14.00
25 – 49 square feet	\$ 30.00
50 – 99 square feet	\$ 87.00
Over 100 square feet	\$ 122.00
Each additional 25 sq ft over 100 sq ft	\$ 14.00

Sign Permit Application – Construction Document Requirements

The documentation to be provided with a permit application submittal for a sign that is either to be attached to the façade of a building or is freestanding in design must include the following:

Freestanding Sign:

- 1) Provide two (2) copies of a cross section of the proposed sign that provide information on the provided foundation/footing, the attachment method of the support structures to the foundation, the height of the proposed sign from grade, and the dimensions of the sign itself.
- 2) The foundation/footing must include information on any necessary reinforcement to be placed within the concrete base. This information must show the proposed depth of the concrete footing. The attachment method must include the dimensions of the bolts to be utilized. Also include the bolt pattern that they will be placed in to support the sign.

The above information is required to be signed and sealed by a Maryland Registered Engineer.

Wall Mounted Sign:

- 1) Provide two (2) copies of a cross section of the proposed building sign. This cross section should indicate the type of wall or surface that the sign is to be attached to and the method of the attachment. The diameter and length of the proposed fasteners needs to be indicated. A front view of the sign is also required to reflect the placement location of these fasteners.

The above information is not required to be prepared by a design professional. The contractor or owner may prepare this information for permit submittal.

For wall sign applications only, the attached certification is to be completed by the building owner and/or sign contractor and provided to the building inspector **prior** to scheduling the necessary inspections.

Fees:

Application Fee: \$20.00

Plan Review Fee: \$41.00 minimum/.018/sq ft

Inspections:	Freestanding:	\$38.00 Footing	\$38.00 Final
	Wall Mounted:	\$25.00 Anchor	\$31.00 Final