

Commissioners of Leonardtown
P.O. Box 1
Leonardtown, MD 20650
Telephone (301) 475-9791 · fax (301) 475-5350

Please fill out the following information
COMPLETELY. An incomplete application
May delay processing of your permit.

SIGN PERMIT APPLICATION

- Regular Sign Permit
 Downtown Sign Permit

Owner Name: _____
Business Name: _____
Mailing Address: _____
Contact Phone #: _____ Contact Fax #: _____
Contact E-mail Address: _____

Applicant Information: (if different from Property Owner)

Applicant Name: _____
Mailing Address: _____
Contact Phone #: _____ Contact Fax #: _____
Contact E-mail Address: _____

Name of Business & Address Where Sign Will Be Located: _____

Number and type(s) of sign(s) requested:

<u>Number:</u>	<u>Type:</u>	<u>Size:</u>
_____	Awning Sign	_____
_____	Painted Window or Door Sign	_____
_____	Ground (Monument) Sign	_____
_____	Flat Wall Sign	_____
_____	Pole Sign	_____
_____	Projecting Sign	_____
_____	Other	_____

Sign Permit Fee: (40 cents per sq. ft. of signage face per sign, \$30 min.) \$ _____

Site Plan Requirements

Show the width of the building (frontage) or portion thereof used by this business and the setback of the building from the front property line.

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 free-standing sign and all structures.

If a wall or projecting sign, provide an elevation of the building showing the location of the sign.

FOR ALL SIGNS – Provide a scaled drawing detailing the dimensions of the sign (including height for free-standing signs). If the sign is irregularly shaped, enclose it with a dimensioned rectangle. Also provide a sketch of the sign, indicating the type of sign, wording, color, height and type of lettering and construction details. Free-standing signs must show a planted area around the base of the sign.

Will the sign be illuminated? No ___ Yes ___ Internally ___ Externally ___
Note: All electrical work must be inspected by MDIA upon completion,
and proof of approval submitted to the town.

Additional Information:

For Town Use Only:

Date Filed: _____ **Fee Paid: \$** _____ **Case No. #:** _____

Planning Director's Signature: _____

Date Issued: _____ **Expiration Date:** _____