

**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:** \_\_\_\_\_