



TOWN OF BEL AIR SIGN PERMIT APPLICATION

All sign permit requests require two (2) exhibits showing the design, dimensions and location of the sign. Freestanding signs in excess of eight (8) feet height, two (2) sets of elevation/footing plans sealed by an engineer is required. An authorization from the property owner is required if the applicant is not the owner. See Article XV of the Town code at www.belairmd.org for requirements.

PROPERTY LOCATION: _____

APPLICANT: _____

Address: _____

Phone: _____ E-Mail: _____

PROPERTY OWNER* _____

(*If different from SDAT's legal owner, must show proof of recent purchase)

Address: _____

Phone: _____ E-Mail: _____

CONTRACTOR: _____

Address: _____

Phone: _____ E-Mail: _____

<u>TYPE OF SIGN</u>	<u>DESCRIPTION</u>	<u>SIZE OF SIGN</u>
1. _____	_____	_____ SF
2. _____	_____	_____ SF
3. _____	_____	_____ SF

BANNER REQUEST: YES [] NO [] **HISTORIC PROPERTY?** YES [] NO []

DISPLAY DATES: FROM _____ TO _____ **BUILDING FRONTAGE:** _____ LF

Attach supporting documentation including site plan, elevation, photos and manufacturing specs, etc.

Fees are collected upon submission of application and are non-refundable.

Temporary signs and banners exceeding 6 square feet: \$35.00 each.

Permanent Signs under 25 square feet in area: \$ 50.00 each; 25 square feet or more: \$100.00 each

Method of Calculation:

- (1) For a sign, either freestanding or attached, the area shall Include all lettering and accompanying designs and symbols together with the background (whether open or enclosed) on which they are displayed, but do not include any supporting framework or bracing that are incidental to the display itself.
- (2) For a sign consisting of individual letters or symbols attached to a surface, the area shall be considered that of the smallest rectangle or other shape which encompasses all the letters and symbols.

*I declare the information provided is correct to the best of my knowledge and will conform to the Town of Bel Air regulations and standards associated with the proposed use. I will **CALL** 410-638-4540 when installation is completed for inspection. If work performed varies from the approved application, I will submit another application with the changes along with \$35 revision fee. By signing this application, I am giving permission to access this property for inspection purposes without prior notice.*

Print Applicant Name

Signature of Applicant

Date

For Use of the Town Planning Department

Date Request Received: _____ Fee Pd: _____

Date of Decision: _____

Approved: _____ Disapproved: _____

Approved w/Conditions: _____

Zoning Administrator or Representative

705 E. Churchville Road, Bel Air, MD 21014
Phone: 410-638-4540/410-879-9500

Town of Bel Air Sign Request

Processing Guidelines

Submittal of permit application to Planning Department:

Form on Town website under Planning/Permits/Sign Permit

Sign Application submitted to Planning Department

14 days prior to installation

Include fee and the following information:

- Property owner authorization letter (if necessary)
- Drawings showing the design, dimensions and location(s) of the sign(s)
- Freestanding signs in excess of 8' require construction/elevation/footing plans with an engineer's seal

Application will be reviewed by the Planning Dept.

7 days after submission

Upon approval, a Sign Permit will be issued by the Planning Department.

A Use & Occupancy Certificate is required prior to use of the space

Department of Planning
705 E. Churchville Road,
Bel Air, MD 21014
410-638-4540/410-879-9500
planning@belairmd.org

PROHIBITED SIGNS

1. Billboards, a permanent sign including but not limited to all signage advertising products or services not located on the site upon which the sign is placed.
2. Signs containing statements, words, or pictures of an obscene, indecent, or immoral character, such as will offend public morals or decency.
3. Signs which imitate an official traffic sign or signal, or which contain the words "stop," "go slow," "caution," "danger," "warning," or similar words.
4. Signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device, or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
5. Permanent signs which advertise an activity, business, product or service no longer produced or conducted on the premises on which the sign is located. Such signs may remain in place for not more than 60 days from the date of vacancy.
6. Signs which distract motorists, create disruptive movement or excessive glare containing or consisting of pennants, ribbons, streamers, spinners, strings of light bulbs, rotating signs, flashing lights, searchlights, windsail signs, LED light signs and electronic reader boards (except for gasoline signs) or other similar or moving devices including commercial signs held by pedestrians. These devices, when not part of any sign, are similarly prohibited.
7. Signs which are placed on municipal, county, or state property or rights-of-way, except as provided in § 165-109 of this Part 3.
8. Signs which are pasted or attached to utility poles, trees, fences, or other signs, except those specifically permitted under the provisions of the Town banner permit policy.
9. All signs of a temporary or portable nature, except those specifically allowed under the provisions of this Part 3.
10. Signs which produce odor, sound, smoke, fire, or other such emissions.
11. Vehicle signs, signs affixed to automobiles, trucks, trailers, or other vehicles on public or private property for the basic purposes of advertising, identifying, or providing direction to a person, business or activity not related to the lawful use of the vehicle for delivering merchandise or rendering service for a use associated with the property on which it is parked.

Sign Regulations govern the posting of exterior signs only. Interior display of signs, including window postings, are exempt. However, the total area of all window signs may not exceed twenty percent (20%) of the window area per building side. Flags advertising a business may be approved based on the total sign allocation for the site.