



TOWN OF BEL AIR SIGN PERMIT APPLICATION

All sign permit requests require two (2) drawings showing the design, dimensions and location(s) of the sign(s). For freestanding signs in excess of 8' in height, two (2) sets of construction/ elevation/footing plans with an engineer's seal is required. An authorization letter from the property owner is required if the owner is not the applicant. See Article XV of the Town Development Regulations at belairmd.org for requirements.

PROPERTY LOCATION: _____ **TENANT NAME:** _____

APPLICANT: _____
Address: _____
Phone No.: _____ E-Mail: _____

PROPERTY OWNER: _____
Address: _____
Phone No.: _____ E-Mail: _____

CONTRACTOR: _____
Address: _____
Phone No.: _____ E-Mail: _____

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

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

DATES: FROM _____ TO _____ Reviewer _____

BUILDING FRONTAGE: _____ ft. **IS THIS A NEW BUSINESS?:** YES [] NO []

FREESTANDING SIGNS IN EXCESS OF EIGHT (8) FEET IN HEIGHT: YES [] NO []

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

SIGN PERMIT FEE CALCULATIONS:
Temporary signs exceeding 6 square feet: \$25.00
Signs under 25 square feet in area: \$ 35.00; all others: \$75.00
Method of Calculation:
(1) For a sign, either freestanding or attached, the area shall Include all lettering, wording and accompanying designs and symbols, together with the background, whether open or enclosed, on which they are displayed, but are not including any supporting framework and bracing which 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 to be that of the smallest rectangle or other shape which encompasses all the letters and symbols.

I declare the above information 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.

Print Applicant Name Signature of Applicant Date

For Use of the Town Planning Department

Date Request Received: _____ Date of Decision: _____

Approved: _____ Disapproved: _____ Approved w/Conditions: _____

Fee Paid: \$ _____

Conditions of the Town Planning Department: _____

Department of Planning
705 E. Churchville Road
Bel Air, MD 21014
410-879-9500/Fax 410-838-0775
planning@belairmd.org

Zoning Administrator or Representative

Town of Bel Air Sign Request

Processing Guideline

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 410-638-4540
Bob Fisher
705 E. Churchville Road, Bel Air, MD 21014

PROHIBITED SIGNS

1. Billboards, including but not limited to all signage advertising products or services not located on site.
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. Signs which advertise an activity, business, product or service no longer produced or conducted on the premises on which the sign is located. If the owner or the lessor of the premises is seeking a new tenant, such signs may remain in place for not more than 180 days from the date of vacancy.
6. Signs which contain or consist of pennants, ribbons, streamers, spinners, strings of light bulbs, rotating signs, searchlights, 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 Section 165-109 of the Town Development Regulations.
8. Signs which are pasted or attached to utility poles, trees, fences or other signs except those specifically permitted under the provisions of the banner permit policy.
9. All signs of a temporary or portable nature, except those specifically allowed under the provisions of the Development Regulations.
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 purpose of advertising, identifying or providing direction to a use or activity not related to the lawful use of the vehicle for delivering merchandise or rendering service.

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 or service may be approved based on the total sign allocation for the site.