



# TOWN OF NORTH EAST

## OFFICE OF PLANNING AND ZONING

106 South Main Street  
P.O. Box 528  
North East, Maryland  
21901-0528



410/287.5801  
410/287.8267 Fax



[www.northeastmd.org](http://www.northeastmd.org)

### SIGN PERMIT INSTRUCTIONS

Include with your sign application:

#### **Ground Sign:**

1. Sketch or plat of the property including dimensions, location of building(s) on property.
2. Show the location of the proposed sign on the property.
3. Indicate how far inside the property line the sign will be placed.
4. Indicate square footage of sign, height and width of sign, style and material of proposed sign and post.
5. Indicate whether the sign shall be lighted. If so, indicate how lighting of the sign is proposed.
6. If sign is proposed within the State Highway Right of Way, applicant shall receive approval from the State prior to the placement of the sign.

#### **Flat Sign, Projecting and Suspended Signs:**

1. Sketch of the building including dimensions of the building wall against which the sign will be located (Residential, VC or RO districts need not include dimensions of the building).
2. Show the location of the proposed sign on the building.
3. Indicate square footage of sign, height and width of sign, style and material of proposed sign.
4. Indicate whether the sign shall be lighted. If so, indicate how lighting of the sign is proposed.

#### **Awning or Canopy Signs:**

1. Sketch or plat of the property including dimensions, location of building(s) on property.
2. Sketch of the building showing the location, height and mechanics of how the awning shall be attached to the building.
3. Indicate how far from the property line the awning/canopy shall be placed.
4. Indicate the location, square footage, height; width; and style of lettering proposed on the awning/canopy.
5. Indicate whether the sign shall be lighted. If so, indicate how lighting of the sign is proposed.
6. If sign is proposed within the State Highway Right of Way, applicant shall receive approval from the State prior to the placement of the sign.
7. The applicant shall be required to obtain approval of a Construction Authorization from the Town and a building permit from the County for the structural portion of this canopy/awning as well as a sign permit from the Town of North East.

Please return the completed sign application and sketch to the Town Hall. There is a \$15.00 sign permit fee due at the time of application (non-refundable). Sign permits must be approved by the Zoning Administrator prior to placement of the sign.



# TOWN OF NORTH EAST, MARYLAND

## CONSTRUCTION AUTHORIZATION

### SIGN

APPLICATION NO. \_\_\_\_\_

RCVD. BY: \_\_\_\_\_

FEE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS/TELEPHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS/TELEPHONE: \_\_\_\_\_

BUILDER: \_\_\_\_\_

ADDRESS/TELEPHONE: \_\_\_\_\_

LOCATION OF PROPERTY: MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_ ZONE \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**NOTICE:** A SKETCH OR DRAWING OF THE PROPOSED SIGN MUST ACCOMPANY THIS APPLICATION.  
SKETCH OR DRAWING MUST INDICATE DIMENSIONS OF PROPOSED SIGN.

I have carefully examined the information of this application and agree that it is correct to the best of my knowledge. In doing the work, all provisions of the ordinances of the Town of North East that are applicable will be complied with, whether specified or not.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

#### FOR USE OF OFFICE STAFF ONLY

BANNER  FLAT  GROUND  OFF-PREMISE  ROOF  SUSPENDED  WALL

ILLUMINATED  NO  YES WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ SQ. FT. \_\_\_\_\_

VARIANCE REQUIRED  NO  YES IF YES, DATE OF HEARING \_\_\_\_\_

CASE NO. \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**CAUTION: THIS PERMIT EXPIRES SIX (6) MONTHS FROM DATE OF ISSUE.**