

**DEPARTMENT OF PLANNING AND ZONING
CUSTOMER ASSISTANCE GUIDE**

Visit us on the web at: www.co.cal.md.us

SIGN REGULATIONS & PERMITS

REVISED MAY 2006

Sign regulations are described in Section 6-8 of the Calvert County Zoning Ordinance (attached, see pages 2 through 9 of this Guide). Sign regulations vary in each Town Center. Consult the corresponding Town Center Zoning Ordinance for additional information.

SIGNS THAT DO NOT REQUIRE A PERMIT

Note: All of the following signs are subject to conditions - See Section 6-8.05

- A. Official traffic signs
- B. Home occupation signs
- C. Temporary real estate signs
- D. Farm signs
- E. Temporary political signs subject to State regulations.
- F. Temporary construction signs
- G. Portable signs
- H. Temporary public or quasi-public directional or informational signs
- I. "Grand Opening" signs for subdivisions, developments, or shopping centers

**SIGNS THAT ARE PROHIBITED
(See Section 6-8.02)**

- A. Off-premise signs, excluding directional signs for the traveling public
- B. Signs containing moving parts or intermittent or flashing lights (unless approved by the Zoning Officer)
- C. Signs implying the existence of danger
- D. Signs that interfere with traffic visibility or road drainage
- E. Signs of an obscene nature
- F. Signs placed on rocks, trees, or public utility poles
- G. Signs over 18' in height
- H. Signs that extend over the roof line
- I. New Billboards
- J. New Bus Shelters with Signs

SIGNS THAT ARE PERMITTED (With Sign Permits - See Page 8 of this Guide)

Note: All of the following signs are subject to conditions - See Section 6-8.06

- A. On-premise business signs
- B. Permanent public or quasi-public directional or informational signs
- C. Subdivision Entrance Signs
- D. Off-premise directional signs intended to indicate the distance or direction to a service-type business, developing subdivisions, shopping center, etc.

SIGN PERMIT PROCESS

STEP 1: Complete a sign permit application and include the following information:

- Architectural Review Committee approval, if the sign is located within any of the Town Centers.

Contact: Department of Planning and Zoning
County Services Plaza, Suite 304
150 Main Street,
Prince Frederick, MD 20678
Phone: 410-535-2348

- State Highway Administration approval, if sign is to be located on property along a State road.

Contact: State Highway Administration
P.O. Box 717
Baltimore, MD 21203
410-841-5464


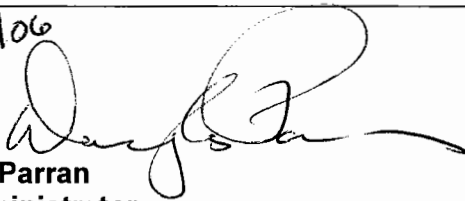
- Scaled plot plan of property showing the location of all existing and proposed signs.
- Scaled drawing of all existing and proposed signs with dimensions and wording (including total square footage).

STEP 2: Submit a completed application and fee to Inspections and Permits. **FEE: \$30**

Division of Inspections & Permits
County Services Plaza, Suite 201, 150 Main Street, Prince Frederick, MD 20678
Phone: 410-535-1600, ext. 2515 or 2552

Application numbers (AP#) are assigned by the Division of Inspections & Permits when the application is accepted. The status of the application can then be checked on-line at: www.co.cal.md.us/permlkups/default.aspx

STEP 3: Erect sign only after receiving a signed permit.

<p><i>This publication has been approved by:</i></p>  <p>Gregory A. Bowen, Director Planning and Zoning</p>	<p>Date: 5/3/06</p>  <p>Douglas A. Parran County Administrator</p>
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EXCERPT OF SIGN REGULATIONS (CALVERT COUNTY ZONING ORDINANCE)

The following is an excerpt from Section 6-8 of the Calvert County Zoning Ordinance:

6-8 SIGNS

6-8.01 Purpose

The purpose of this article is to regulate signs and to promote County businesses without significantly impacting overall County aesthetics, property values, public safety, or impinging on free speech.

SEE CUSTOMER ASSISTANCE GUIDE ENTITLED, "SIGN REGULATIONS AND PERMITS", AVAILABLE FROM THE DEPARTMENT OF PLANNING AND ZONING, FOR ADDITIONAL INFORMATION.

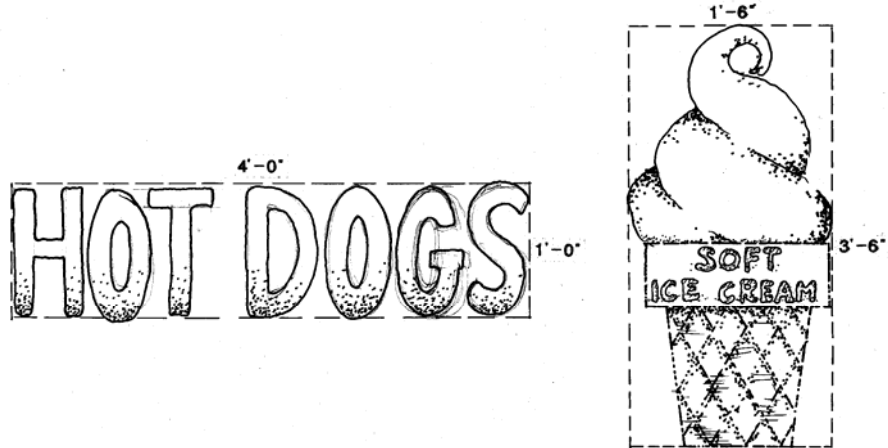
6-8.02 General Sign Provisions

In addition to any other regulations imposed by this Ordinance, all signs shall be subject to the following conditions:

- A. Signs shall not be internally illuminated. Materials for sign faces and frames shall be limited to wood or a material that has the appearance of wood.
- B. No sign shall have moving parts or project any intermittent or flashing illumination without approval of the Zoning Officer. Such approval may be granted only if it is determined that the sign will not adversely impact adjoining properties and/or traffic.
- C. No sign shall be displayed which uses the words "Stop" or "Danger" or presents or implies the need or requirement of stopping or the existence of danger as part of an advertising sign.
- D. No sign shall be located where it will interfere with traffic visibility on the right-of-way of any road.
- E. No sign shall be permitted which contains statements, words or pictures of an obscene character.
- F. No sign shall be placed on rocks, trees, or on poles maintained by public utilities.
- G. No sign shall be permitted which becomes unsafe or endangers the safety of a building, premise, or person. The Zoning Officer shall order such signs to be made safe or repaired or removed, such order to be complied with within 15 days of the receipt of such order.
- H. When a sign structure does not include current or up-to-date advertising information for a period of 120 continuous days, such sign structure shall be deemed a violation and shall be removed.
- I. All non-conforming signs shall be removed when:
 1. when the business, enterprise, etc. advertised ceases to exist, or
 2. at the expiration date specified in the permit for erection.

Removal shall be the responsibility of the owner of the property on which the sign is located.

- J. Calculation of sign area in square feet. Sign area shall normally be the area of the face of the sign, except for the following situation:
1. If the sign consists only of letters or figures, the area shall be calculated as if a rectangle were drawn around the exterior of the letters or figures.

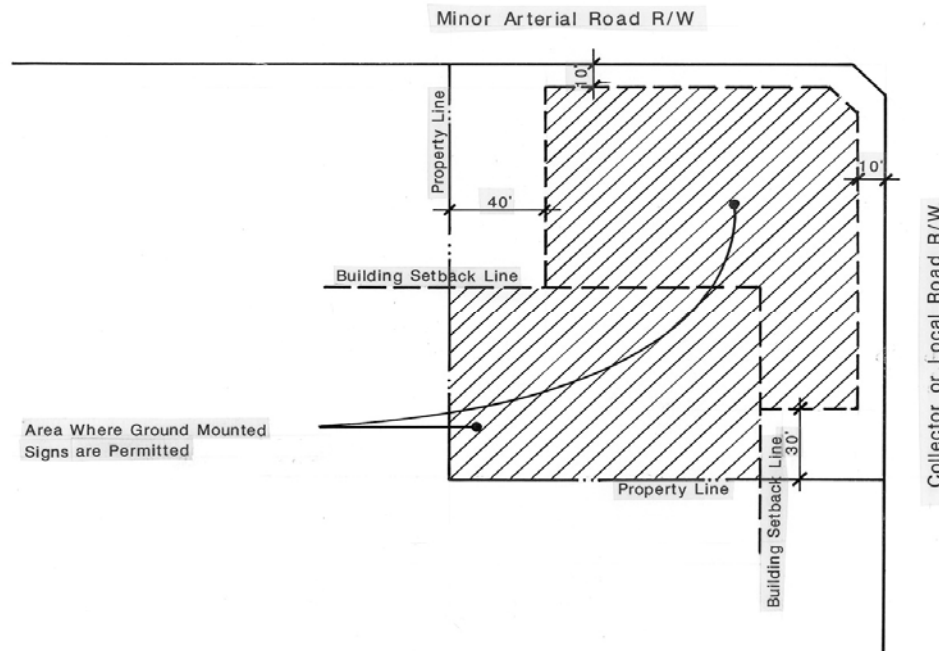


- K. Signs attached to vehicles are allowed under the following conditions:
1. The vehicle is parked at the business location and the vehicle is operable, tagged and parked in an approved parking space, or
 2. If the vehicle is not parked at the business, it cannot be parked on property zoned FFD, RCD, or RD, unless the vehicle is parked at the driver's residence and it is the resident's primary means of transportation to and from his or her place of work.

6-8.03 Freestanding Signs

- A. No freestanding sign shall exceed 18 feet in height unless approved by the Board of Appeals as a special exception.
- B. Only one freestanding sign is permitted per parcel of record as of the date of adoption of this Ordinance. Additional signs may be approved by the Planning Commission in cases where a site is over five acres, provided that signs are architecturally integrated with each other and with the buildings on the site.
- C. Freestanding signs shall be compatible with the building(s) to which it relates in terms of style, colors, proportion and scale.
- D. All individual signs on a freestanding base shall be uniform in design. Uniformity is defined as:
 1. Having the same (or similar) dimensions or proportions;
 2. Having the same (or similar) background colors;
 3. Being of the same material;
- E. Reader boards on individual signs on a freestanding base shall be limited to two lines and shall have the same background color and width dimensions as the primary sign.

- F. Freestanding signs shall not be centered on single poles. Signs may be mounted on the side of a single pole, between two poles, or within a sign frame constructed of solid wood or a material that has the appearance of wood, or brick.



Section 6-8.03 –Freestanding Signs

- G. Setback Requirements for Freestanding Signs. The setback requirement for freestanding signs shall be a minimum of ten feet from the right-of-way except in the following instances:
1. Any sign which is attached to the ground located on an arterial road and within 40 feet of the side lot line shall adhere to the front setback requirement for the district in which it is located (so that, e.g., views from neighboring properties are not obstructed).
 2. If located on a collector or local road and within 30 feet of the side lot line, the sign shall conform to the front setback requirement for the district in which it is located.

6-8.04 Building Sign Design

- A. All Building Signs shall meet the following design criteria:
1. Every building sign shall be designed as an integral architectural element of the building; and
 2. Signs on buildings shall not obstruct architectural features of the building; and
 3. Signs shall not be mounted on roofs or extend above the roof line.
 4. All signs for buildings within a shopping center, office complex, commercial park, or business center shall be uniform in design. Uniformity is defined as:
 - a. having the same (or similar) dimensions or proportions;
 - b. having the same (or similar) background colors;
 - c. being of the same material.

6-8.05 Signs Permitted Without A Zoning Permit

The following signs are permitted without a zoning permit in any district:

- A. Official traffic signs or sign structures, when erected by a governmental agency.
- B. Signs indicating the name and/or premises or the accessory use of a home for a home occupation of professional purpose, provided such signs meet the following conditions:
 - 1. Such signs shall not exceed four square feet in size;
 - 2. The maximum height of home occupation signs shall be six feet;
 - 3. Materials shall be limited to wood or a material that has the appearance of wood;
 - 4. No window signs shall be permitted.
 - 5. No internally illuminated signs are permitted.
- C. Temporary real estate signs, located on and advertising subject property for sale, lease or rental, provided such signs do not exceed ten square feet in size. However, if the subject property is larger than ten acres, the sign may be as large as 16 square feet in size. Temporary real estate signs shall be removed after the property is sold and settlement has taken place.
- D. Signs located on a farm advertising farm products grown primarily on the premises or an agritourism, ecotourism, or heritage tourism use, shall be permitted with the following conditions:
 - 1. Such signs shall not exceed 30 square feet in area
 - 2. For farms that do not have frontage along an arterial road, one additional sign, that gives direction to the farm, lists products available for sale during the active selling season and does not exceed 20 square feet, shall be permitted per farm off premises.
 - 3. Written permission shall be obtained from the property owner if not on the seller's property.
 - 4. These signs shall be located off the road right-of-way and shall not interfere with traffic visibility.
 - 5. These signs are to be temporary and shall be removed after the selling/business season is over.
- E. Temporary political signs are permitted, subject to State regulations.
- F. A temporary construction sign is permitted, advertising the general contractor, subcontractor, architect, and/or other professional persons, firms, or organizations engaged in or associated with the lawful construction, alteration, remodeling, or demolition of any building or use provided that such sign:
 - 1. is limited to one listing for each person, firm, or organization involved.
 - 2. is removed within 30 days after the completion by the general contractor.
 - 3. Is less than 20 square feet in size.

- G. All portable signs shall be limited as follows:
1. Hot air balloons and search lights are allowed for promotions only, not to exceed 72 hours in a year.
 2. Pennants and banners are permitted for display periods not to exceed 14 days prior to an event, and not to exceed 30 days per year.
 3. One sandwich type (A-frame) sign is permitted per business on premises, subject to the following:
 - a. Each sign board face shall not exceed nine square feet.
 - b. The total height is not to exceed 48 inches.
 - c. The sign shall be located so as not to restrict sight distance below that called for in ASHTO standards. NOTE: The County will provide drawings depicting ASHTO standards. Applicants will be responsible for meeting those standards.
 - d. The sign shall either be constructed and maintained according to the adopted specifications or receive special approval from the Architectural Review Committee for the Town.
 - e. The owner shall obtain a permit for the sign; however, the size of the sign will not count against the total signage allowed under Section 6-8.07 of the Zoning Ordinance.
 - f. For roads with posted speed limits greater than 30 miles an hour, the sign shall be at least 50 feet from the right-of-way. NOTE: These signs are not effective on high speed roads, and they present a greater danger.
- H. Directional or informational signs of a public or quasi-public nature, such as those containing the meeting date of a community or civic club, or the advertising of an event of public interest, shall be permitted subject to the following conditions:
1. Temporary informational or directional signs which are erected for the purpose of advertising a special event shall be limited to no more than 32 square feet in size.
 2. Such signs shall be erected no less than 30 days prior to the event and shall be removed within seven days after the event has occurred.
- I. One temporary sign, located to advertise the opening of a new subdivision, development or shopping center, provided that the sign:
1. does not exceed 100 square feet, and
 2. is not illuminated, and
 3. is located not less than 25 feet from any road right-of-way or less than 100 feet from the line of any adjacent lot on which a dwelling is located, and
 4. one additional temporary sign shall be permitted within 1,000 feet of frontage or portion thereof along each road upon which the subdivision, development, or shopping center is located, and
 5. is removed 9 months after it is erected.

6-8.06 Signs Requiring Zoning Permits

- A. Signs referred to in this Section shall also be subject to the provisions of Section 6-8.03, Freestanding Signs, and Section 6-8.04, Building Sign Design, depending on their type of construction.
- B. The following signs are permitted in accordance with zoning district regulations and require a zoning permit. Any sign erected without a zoning permit shall constitute a Zoning Violation, which shall be enforced in accordance with Section 1-7.
 - 1. Business Signs - Business signs pertaining to the "use on the premises" are permitted as an accessory use in all districts, provided that the total square foot area of all signs shall be based on Table 6-4, Maximum Sign Areas.

TABLE 6-4 MAXIMUM SIGN AREAS

Length of Front Building Wall (ft.)	Maximum Square Footage of Sign (sq. ft.)
10-19	30
20-29	50
30-39	70
40-49	90
50-59	110
60-69	125
70-79	140
80-89	155
90-99	170
>100	See Note 3 Below
NOTE 1: Fractions will be rounded off to the closest integral number.	
NOTE 2: A cumulative measurement shall be taken for businesses sharing party walls.	
NOTE 3: For building walls which are longer than 100 feet, add one square foot of signage for every linear foot over 100 feet.	
NOTE 4: For each side of a commercial building that has public store entrances, the signage shall be calculated for the length of that building wall and the signs shall be located only on that side of the building.	
NOTE 5: Buildings with separate businesses on two or more stories are permitted 50 percent more signage.	
NOTE 6: For businesses having no permanent buildings, a maximum of 50 square feet of signage is permitted.	
NOTE 7: On a corner lot, the building wall facing each road shall be used to compute the square footage for signage on that road.	
NOTE 8: This table does not apply to signs for which square footage limitations are specified (i.e., Home Occupation signs),	

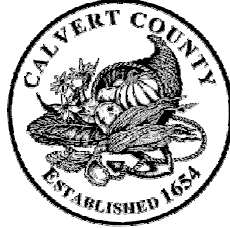
2. Directional Signs Erected by the County - The purpose of directional signs erected by the County is to provide an attractive format for advertising businesses not located on major roads. Sign structures may be erected at intersections by the County on County rights-of-way and shall be designed to provide for advertising the name, location, type of business and/or principal products, under the following provisions:
 - a. A uniform County format is to be designed by and approved by the County.
 - b. The structures are to be located at road intersections with arterials and/or major collector roads, as designated by the County Commissioners.
 - c. The permit fees for individual business signs will be used to defray cost of the sign structure.
3. Permanent directional or informational signs of a public or quasi-public nature, such as those containing the meeting date of a community or civic club, or the advertising of an event of public interest, shall be permitted subject to the condition that such a sign shall not exceed 16 square feet in size.
4. Subdivision Entrance Signs or Features shall be subject to the following requirements:
 - a. Such signs shall be set back 15 feet from the right-of-way of any adjoining arterial or collector roads; zero feet from the right-of-way of a subdivision road; and five feet from all other property lines.
 - b. No more than two permanent signs may be placed at the primary subdivision entrance.
 - c. Such signs shall be designed and placed so as not to obstruct sight distance along the adjoining roads.
 - d. The size of the signs shall not exceed 35 square feet in area or seven feet in height.
 - e. The signs shall include the name of the subdivision (as recorded in the Land Records) only, and shall not include any advertising of any kind.
 - f. Maintenance of the sign shall be the responsibility of the developer of the subdivision and/or the developer's assigns.
5. Directional Signs, Other - These directional signs are intended for the sole purpose of indicating distance and/or direction to service type businesses, developing subdivisions, developments, or shopping centers located in Calvert County. They shall be permitted in all districts subject to the following provisions:
 - a. Signs shall be subject to a minimum setback of ten feet from the road right-of-way.
 - b. Signs shall be limited to those retail businesses serving the traveling public, such as filling stations, restaurants, motels, marinas, etc., but not businesses primarily occupied with local needs such as furniture, jewelry, shoes, etc.
 - c. Signs shall be limited to two in number for any one business, and shall not be located more than ten miles from the subject use.
 - d. Each sign shall be limited to 16 square feet in area.

6. Billboards - No new billboards shall be permitted after adoption of this amendment (February 27, 1992). Existing billboards may not be expanded as of the date of this amendment.
7. Bus Shelters - With the exception of signs on bus shelters in existence as of the effective date of this amendment (May 6, 1997), no signs shall be displayed on bus shelters. Existing signs on bus shelters may be replaced but not expanded. Any bus shelter with signs which ceases being used as a bus stop either for schools or public transportation shall be removed pursuant to the following procedure:
 - a. By September 15 of each year, the Zoning Officer shall identify any shelters which are not located at sites which are either school bus stops for the current school year or bus stops for public transportation.
 - b. The Zoning Officer shall notify the owner of the shelter as well as the owner of the property upon which the unused shelter is located that the shelter shall be removed in its entirety within 60 days of the notice date.
 - c. The decision of the Zoning Officer may be appealed to the Board of Appeals under Section 11-1.04 of the Zoning Ordinance. Such an appeal shall be taken within thirty (30) days of the date of the above notice.
 - d. Any bus shelter which is removed because of non-use may be relocated to a location used as a bus stop either for schools or public transportation within the 60-day period contained in the notice described above. The right to relocate shall be forfeited if not exercised within the 60-day period.
8. Town Center Entrance Signs
 - a. The County Commissioners shall adopt guidelines governing the design and financing of Town Center entrance signs considering the recommendations of the Department of Planning & Zoning and the Planning Commission.
 - b. All Town Center entrance signs shall be erected and maintained by the County or its designee.

6-8.07 Violations

Any violation of this Section shall be enforced in accordance with the procedures contained in Section 1-7 of this Ordinance. The Zoning Officer shall have the authority to remove any sign that is determined to be a zoning violation, after proper notification is given, as required by Section 1-7.01.C. Any cost associated with any such removal shall be paid by the property owner.

RESIDENTIAL
Application for
HEALTH DEPARTMENT/
ZONING APPROVAL
and/or
BUILDING PERMIT



Office Use Only

Building A/P # _____ Grading A/P # _____
 Received by: EH: _____ Date: _____
 Received by I&P: _____ Date: _____
 Scanned by: _____ Date: _____

Calvert County Inspections & Permits Division, County Services Plaza, 150 Main Street, Suite 201, Prince Frederick, MD 20678
 (410) 535-2155 (410) 535-2156 (410) 535-1600 (301) 855-1243 Fax (410) 414-3283

Property Owner Information	Name: _____ <input type="checkbox"/> Non-Profit Organization						
	Phone: ()		Mobile #:()		E-mail: _____		
	Mailing Address: _____		City _____		State _____ Zip _____		
Property Location Information	Town: _____		Town Center <input type="checkbox"/> Yes <input type="checkbox"/> No		District <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd		
	Subdivision Name: _____						
	Premise Address: _____		City _____		State _____ Zip _____		
	Directions to site from Courthouse: _____						
Additional Property Information	<i>Tax ID#, Map, Parcel, Block, Lot, and Section can be found on-line at Maryland Real Property Data Search</i>						
	Tax ID# _____		Map _____	Parcel _____	Block _____	Lot _____ Section _____	
	WATER: <input type="checkbox"/> Individual Well <input type="checkbox"/> Public <input type="checkbox"/> Private System (not Co.)			SEWER: <input type="checkbox"/> Septic Tank <input type="checkbox"/> Public <input type="checkbox"/> Private System (not Co.)			
	Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No		Wetlands <input type="checkbox"/> Yes <input type="checkbox"/> No		Critical Area (CA) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Streams <input type="checkbox"/> Yes <input type="checkbox"/> No		Road Access <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Private		Steep Slopes ≥25% (≥15 in CA) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Agricultural Preservation District <input type="checkbox"/> Yes <input type="checkbox"/> No		Historic District <input type="checkbox"/> Yes <input type="checkbox"/> No		Forest Retention Area (FRA) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Architectural Review case # _____			Board of Appeals case # _____				
Contractor Information	Company Name: _____		Calvert County License #: _____		MD State License #: _____		
			MD Home Builders Reg. #: _____		MHIC #: _____		
	Mailing Address: _____		City _____		State _____ Zip _____		
	Contact Name: _____						
	Phone: ()		Mobile #:()		E-mail: _____		

PROPOSED PROJECT INFORMATION

PROPOSED TYPE OF WORK:				DESCRIPTION OF PROPOSED WORK:			
<input type="checkbox"/> Add to Existing Structure <input type="checkbox"/> Demolition of Structure <input type="checkbox"/> Fire Restoration <input type="checkbox"/> New <input type="checkbox"/> Remodel / Repair <input type="checkbox"/> Replace Existing Structure <input type="checkbox"/> Seasonal <input type="checkbox"/> Violation Correction (# _____)							
TYPE OF PROPOSED STRUCTURE				ESTIMATED CONSTRUCTION COST \$			
<input type="checkbox"/> Accessory Apartment <input type="checkbox"/> Double Wide Mobile Home <input type="checkbox"/> Low-Rise Apartment/Condo <input type="checkbox"/> Modular <input type="checkbox"/> Residential Addition <input type="checkbox"/> Res. Accessory Structure <input type="checkbox"/> Res. Water Dep. Structure <input type="checkbox"/> SF Attached Dwelling <input type="checkbox"/> SF Detached Dwelling <input type="checkbox"/> Single Wide Mobile Home <input type="checkbox"/> Single Wide Replaced with DW, SW, or Stick Built							
TYPE OF PROPOSED ADDITION				PROPOSED Finished Sq. Ft.			
<input type="checkbox"/> Attached Garage <input type="checkbox"/> Deck <input type="checkbox"/> Enclosed Sunroom <input type="checkbox"/> Porch <input type="checkbox"/> Other <input type="checkbox"/> Other				PROPOSED Sq. Ft. for Porches, Garages, Decks, Sheds, etc.			
TYPE OF PROPOSED ACCESSORY STRUCTURE				PROPOSED CONSTRUCTION INFORMATION			
<input type="checkbox"/> Garage/Workshop <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Shed / Pole Barn <input type="checkbox"/> Pool <input type="checkbox"/> Other				# Bldgs: _____ # Stories: _____ # Units: _____ Bldg. Height: _____ # Kitchens: _____ # Half Baths: _____ # Full Baths: _____ # Fireplaces: _____ # Rooms (excluding kitchen & baths): _____ <input type="checkbox"/> Basement <input type="checkbox"/> Slab <input type="checkbox"/> Crawl			
				Footing _____ <input type="checkbox"/> Concrete <input type="checkbox"/> Pile <input type="checkbox"/> Caisson <input type="checkbox"/> Other _____ Exterior Walls _____ <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Brick <input type="checkbox"/> Vinyl <input type="checkbox"/> Other _____ Interior Walls _____ <input type="checkbox"/> Plaster <input type="checkbox"/> Panel <input type="checkbox"/> Drywall <input type="checkbox"/> Other _____ Roof Structure _____ <input type="checkbox"/> Flat <input type="checkbox"/> Pitch <input type="checkbox"/> Shed <input type="checkbox"/> Other _____			

Office Use Only

Building A/P # _____ Grading A/P # _____

CHECK ALL ADDITIONAL PERMITS THAT WILL BE REQUIRED		Roof Cover	<input type="checkbox"/> Built-up <input type="checkbox"/> Roll <input type="checkbox"/> Shingles <input type="checkbox"/> Other _____
<input type="checkbox"/> Grading Permit	<input type="checkbox"/> Grading Exemption	Heat	<input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
<input type="checkbox"/> Electric	<input type="checkbox"/> Plumbing	Equipment	
		<input type="checkbox"/> Air Cond. <input type="checkbox"/> Boiler <input type="checkbox"/> Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Other	

- This permit application and all required information must be submitted to the Inspections & Permits Division for review by all applicable County agencies; incomplete packages and/or unsigned applications will result in processing delays.
- After issuance of a building permit, inspections shall be requested by calling the Inspections & Permits Division at least 24 hours in advance. Inspections must be requested by 3:00 pm. in order to be scheduled for the following day.
Required inspections shall include, but are not limited to: (1) before footings or slabs are poured (2) before foundation walls are backfilled (Foundation Location Surveys must be submitted and approved prior to calling for a framing inspection) (3) before framed walls are insulated (Certifications are required for engineered floor and roof system) (4) before interior walls are covered, and (5) upon completion of the building
- The permit and approved plat must be posted conspicuously at the front of the lot. Permits expire 2 years after issuance unless the project is under continuous construction.

<p>I hereby certify that I have read and understood the above requirements; and I have the authority to make this application, the information given is correct, and the use and construction shall conform to the County Health Regulations, the Building Code, Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.</p>	SIGNATURE OF OWNER/AUTHORIZED AGENT:
	PRINT NAME:
	Date:
	Phone #:()
	Mobile #:()
	Email:



**CALVERT COUNTY
PLANNING COMMISSION**

**150 Main Street, Suite 304
Prince Frederick, MD 20678
Office Phone: 410-535-1600 ext. 2356
Fax Phone: 410-414-3092
Email: pz@co.cal.md.us**

ARCHITECTURAL REVIEW APPLICATION

NAME OF PROJECT: _____

Town Center: (please check one)

Dunkirk ___ Owings ___ Huntingtown ___ Prince Frederick ___ St. Leonard ___ Lusby ___ Solomons ___

PART I – GENERAL INFORMATION:

Project Address:

Applicant Name and Address:

Owner Name & Address:

Telephone: _____

Email: _____

Signature: _____

(Authorization by Owner or Agent)

Telephone: _____

Date: _____

Office Use Only: County Case # _____ Date Received _____

PART II – PROJECT DESCRIPTION:

A. Building

Commercial: _____ Residential: _____ New Construction: _____ Addition: _____ Renovation: _____ Case Revision: _____

Building Height: _____ Roof Pitch: _____

Foundation:

Material: _____ Style/Manufacturer: _____ Color: _____

Exterior Finish:

Siding: _____ Style: _____ Color: _____

Brick: _____ Style/Manufacturer: _____ Color: _____

Stucco: _____ Style/Manufacturer: _____ Color: _____

Other: _____ Description: _____ Color: _____

Roofing:

Asphalt Shingle: _____ Style/Manufacturer: _____ Color: _____

Metal: _____ Style/Manufacturer: _____ Color: _____

Other: _____ Description: _____ Color: _____

Windows: Material: _____ Style/Manufacturer: _____ Color: _____

Doors: Material: _____ Style/Manufacturer: _____ Color: _____

Shutters: Material: _____ Style/Manufacturer: _____ Color: _____

Trim: Material: _____ Style/Manufacturer: _____ Color: _____

Fence: Material: _____ Dimensions: _____

Style/Manufacturer: _____ Color: _____

Description: _____

Outdoor Lighting:

Material: _____ Style/Manufacturer: _____ Color: _____

Description: _____

Other:

B. Sign

Type: Freestanding Sign: _____ Wall Sign: _____ Window Sign: _____

Dimensions: _____ Materials: _____ Installed Height: _____

Illumination: None: _____ Internal: _____ Halo: _____ Projecting onto Sign Face: _____

Internal Lighting of Lettering/Logo with Opaque Sign Face: _____

Description:

PART III – REQUIRED ATTACHMENTS:

_____ 8 1/2” x 11” elevations (to scale)

Building elevations shall show all sides of building and shall include (where applicable) windows and door designs and locations, shutters, corner boards, ornamentation and trim, porch/deck railing design, fence design, utility screening and outdoor lighting design to scale. Sign elevations shall show dimensions and exact wording, lettering and logo style.

_____ Map showing project location

_____ Site Plan

PART IV – PRESENTATION MATERIALS (for review at Committee Meeting)

_____ Samples of materials and colors

(Note: For larger projects, presentation boards are recommended.)

CONTACT INFORMATION:

Huntingtown, Solomons and Prince Frederick Town Centers Jenny Plummer-Welker 410-535-1600 x 2333

Dunkirk, Lusby, Owings and St. Leonard Town Centers Patricia “Pat” Haddon 410-535-1600 x 2631

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