



TOWN OF POOLESVILLE
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837
301-428-8927
www.poolesvillemd.gov

SIGN APPLICATION

A sign may be erected, placed, established, painted, created or maintained in the Town only in conformance with the standards, procedures, exemptions, and other requirements of Section 9 of the Town of Poolesville Zoning Ordinance. A Sign Permit shall be obtained through the Town of Poolesville prior to the placement, construction, erection or modification of a sign.

No Sign Permit may be obtained unless a fully completed Sign Permit application is submitted to the Town of Poolesville and, following review of the same, the Zoning Administrator, or designee, determines that the Sign and applicable Signage Plan comply with the requirements of Section 9.

Requirements:

1. Provide an illustration or photograph of the proposed sign(s)
2. Size and lettering of sign
3. Location on building
4. Height above the ground
5. Sign support(s)
6. Lot
 - a. Plot Plan
 - b. Dimensions
 - c. Location of buildings
7. Location of existing signs
8. Length of principle building frontage
9. Length of principle building additional frontage
10. Installation and removal date
11. One copy
12. Application Fee (.50 per square foot or \$5.00 minimum)

1. Date: _____, 20_____

2. Applicant's Name*: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

3. Property Owner's Name(s): _____

Address: _____

Phone: _____ Fax: _____

Email: _____

4. Legal Description of the Subject Property (list all parcels that apply)

Property Address: _____

Tax Map # and Parcel: _____

Liber and Folio(s): _____

Zoning District: _____

5. Description of Project, Existing/Former Use and Proposed Use

6. Description of Business(es) and Proposed Use(s)

Business	Description

Permanent

Temporary

*Applicants include Property owner(s), Engineer(s), Surveyor(s) or Consultant(s)

7. Sign Details. Provide signage information for **all** businesses.

Business 1

Types of Sign	Check all that apply	Type of Sign	Check all that apply
Freestanding		Hanging/Protruding	
Flat wall		Banner	
Construction		Other (List)	

Sign dimension and lighting

Type of Sign	Height	Width	Depth	Lighted Sign *
Freestanding				
Flat wall				
Hanging/Protruding				
Construction				
Banner				
Other (list)				

*If yes, list the type of lighting to be used (internal/external illumination, etc.)

Business 2

Types of Sign	Check all that apply	Type of Sign	Check all that apply
Freestanding		Hanging/Protruding	
Flat wall		Banner	
Construction		Other (List)	

Sign dimension and lighting

Type of Sign	Height	Width	Depth	Lighted Sign *
Freestanding				
Flat wall				
Hanging/Protruding				
Construction				
Banner				
Other (list)				

*If yes, list the type of lighting to be used (internal/external illumination, etc.)

Business 3

Type of Sign	Check all that apply	Type of Sign	Check all that apply
Freestanding		Hanging/Protruding	
Flat wall		Banner	
Construction		Other (List)	

Sign dimension and lighting

Type of Sign	Height	Width	Depth	Lighted Sign *
Freestanding				
Flat wall				
Hanging/Protruding				
Construction				
Banner				
Other (list)				

*If yes, list the type of lighting to be used (internal/external illumination, etc.)

Business 4

Type of Sign	Check all that apply	Type of Sign	Check all that apply
Freestanding		Hanging/Protruding	
Flat wall		Banner	
Construction		Other (List)	

Sign dimension and lighting

Type of Sign	Height	Width	Depth	Lighted Sign *
Freestanding				
Flat wall				
Hanging/Protruding				
Construction				
Banner				
Other (list)				

*If yes, list the type of lighting to be used (internal/external illumination, etc.)

Applicant Certification

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read Section 9 and relevant provisions of the Town of Poolesville Zoning Ordinance outlining the Town’s Sign Permit application and approval procedures.

Signature of Applicant:

Date

Signature of Owner(s) (If different than Applicant)

Date

Please submit an original completed application to:

Town of Poolesville
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature _____
Date: _____ Fee: _____