

Temporary Signs

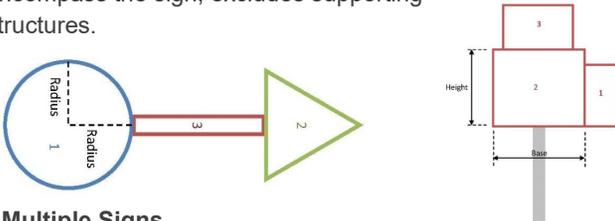
Temporary signage are allowed with a permit unless limited as part of a MSP or CSP.

- Temporary signs are limited to 32 square feet in size.
- 1 Temporary sign is allowed per entity.
- Each temporary sign permit is applicable for 15 days.
- Each entity is allowed 12 temporary signs in the Calendar year.
- Temporary signs do not require approval from the DRB.
- Additionally, 1, 4 sq. ft., Sign of Limited Duration (S.O.L.D) may be placed per lot with a 7 day sticker obtained at Town Hall.

Sign Computation & Multiple Signs

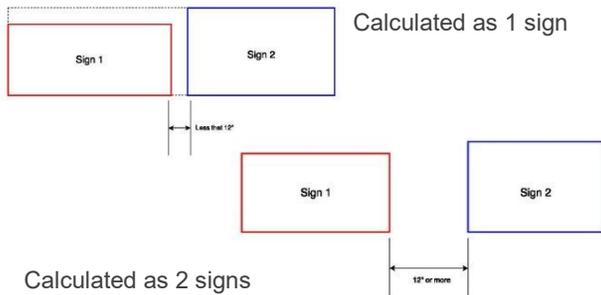
Section 191-62 of the Town Code contains all the information for the computation of sign size.

The area of a sign is calculated using no more than 3 of the smallest rectangle, triangle or circle that will fully encompass the sign; excludes supporting structures.



Multiple Signs

Multiple signs less than 1 foot apart will be measured as 1 sign. Likewise, signs further than 1 foot apart (that are not 2 sided) will be calculated as separate signs.



Sign Code Change Overview

The Town of La Plata, in conjunction with a “Sign Committee” comprised of various members of the community, underwent a 2 year process to revamp the previous Sign Code.

What’s New:

- Updated Purpose and Intent.
- Updated existing, and added new definitions.
- Changed method of calculating sign area, added a maximum of allowed attached signage based upon building frontage, and increased some sign size allowances.
- Eliminated organization of code by zoning category to reduce repetition.
- Incorporated a table of signage to aid the reader.
- Organized signs by those that do, and do not, require a permit, and those that count toward overall signage limit.
- Replaced Master Sign Plan with new Common Sign Plan requirements.
- Expanded signage types that can be obtained without Design Review Board approval.
- Modified notice requirements on enforcement.

The new sign code was approved for adoption by the Town Council on September 27, 2016, and is effective October 13, 2016.

Questions?

Should you have any questions please contact a staff member shown below.

Staff Contacts

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TOWN OF LA PLATA New Sign Ordinance Effective October 13, 2016 User Guide

Planning Department
Town of La Plata
305 Queen Anne Street
P.O. Box 2268
La Plata, MD 20646
(301) 934-8421

This brochure is intended to provide a brief summary of the new sign ordinance but should not be used as a final source of information. Always refer to the current sign regulations: <http://bit.ly/2dzPKvx>

Signs Requiring a Permit

Attached

- Awning/Canopies
- Marquee
- Wall Signs
- Home Occupation/Day Care
- Suspended Signs
- Directory
- Display Boxes
- Walk Up Order Sign
- Drive Through Sign
- Temporary Signs

Detached

- Changeable Copy
- Freestanding
- Directory (Part of CSP)
- Drive-Thru Lane Signs
- Motor Vehicle Fuel Signs
- Temporary Signs

The signs in this table require an approved permit before installation.

Signs in blue, under 25 sq. ft., do not require approval from the DRB.

Design Review Board (DRB)

The Design Review Board (DRB) must approve the design, materials, lighting, size and color of new signs *and changes to existing signs* in the following districts. The DRB also review and approves Common Sign Plans.

- Commercial Highway (CH)
- Central Business (CB)
- Central Business Transition (CBT)

The DRB uses the **Community Design Guidelines** (found on the Town website) as the criteria for review and approval of signs.

The DRB meets at 9:00am in the Town Hall Council Chambers on the second Wednesday of month.



A view of part of the Central Business (C-B) district in the Town | Source: Google

Common Sign Plan (CSP)

A Common Sign Plan is required for any existing or new commercial site with three or more tenants, with two or more parcels, or with 25,000 + square feet of leasable space. The CSP must be submitted to the DRB for approval.

Any proposed amendments to an existing Master Sign Plan requires the MSP to become a CSP.

Planning staff would be happy to provide an outline for a new CSP and guide any application through the process.



Rendered examples of Signage | Source: Seth Koons

DRB Application Procedure

- The applicant submits a copy of the application and exhibit materials a month before the next DRB meeting. (Additional copies may be required for large scale plans)
- If needed, the Planning Department supplies comments to the applicant.
- The applicant will present to the DRB.
- If the application is approved, the applicant then submits a sign permit application to the Planning Department.

If the sign does not require DRB approval or if the sign is covered by an existing MSP or CSP, then DRB approval is not required.

Instead, the sign permit application can be submitted directly to the Planning Department.

DRB application link: <http://bit.ly/2e98cgN>



Good uses of signage in the Town of La Plata | Source: Google

Sign Permit Fees

The cost of a sign permit is directly related to, and is based on the size of the sign .

Please refer to the sign permit application for the tiers of permit fees.

Additional Resources

Application forms are available at the Town Hall and on the Town's website. | www.townoflaplata.org

Prohibited Signs

- Portable Signs
- Signs presenting a Safety Hazard
- Signs on Vehicles, Trailer & Equipment
- Any sign attached to utility/traffic pole
- Roof Signs
- Pole Signs

Pedestrian Signs

Pedestrian do not require a permit but must meet the following requirements.

- 12 sq. ft. in size, 4' in height.
- Must be within 20' of a public entrance
- Can only be displayed during business hours.



Sign permit application link: <http://bit.ly/2dR52ua>

Signs Exempt from Permits

- Traffic Control Signs
- Signs inside an athletic field
- Signs not exceeding 2 sq. ft.
- Suspended Sign
- Community Sign
- Window Signs
- Shingle Signs
- Pedestrian Oriented Signs
- Signs on property for sale/ lease
- Temporary walk-up/drive-thru signs
- Signs during an electoral season.