

TEMPORARY SIGN PERMIT APPLICATION PROCEDURES

All Temporary Sign Permit Applications must contain a completed Permit Application, a location map showing the location for the requested temporary sign, and Sign Drawing, indicating the size, type of material, color and letter size and fonts. If all application material is not provided, the applicant will be notified. No application will be reviewed until all required information is provided.

Temporary Sign Applicants must provide two sets of plans: a location map indicating property lines, adjacent streets, and existing structures and where the requested temporary sign will be located on the site. If on a building façade, show the location on building façade in relation to windows, doors, and height of building. This drawing must also include the wording of the sign.

Temporary Signs must comply with Master Sign Plans as stated in the Town Code, Chapter 191 Section 68 item A(4). If your building is regulated under a Master Sign Plan that does not include temporary signs, then the building owner must request that temporary signage be included within your Master Sign Plan. The Sign Ordinance does not allow Temporary Signage where a business with a Master Sign Plan Agreement does not allow temporary signs.

To revise a Master Sign Plan, the revisions must be presented to the Design Review Board for approval. To be put on a Design Review Board meeting agenda, contact the Town of La Plata at (301) 934-8421 for further information on this process.

The following is an excerpt from the Town Code for Temporary Signs

Town Code

Chapter 191-69 Sign Permits.

C. Application requirements.

(3) Each application for a sign permit shall contain the information required on the application form, and such other information regarding the proposed sign as the town may deem necessary in order to determine whether the proposed sign complies with the applicable requirements of this Article and other applicable town laws.

(4) The Chief Executive Officer or his or her designee shall determine whether the application is complete. If the application is not complete, then the applicant will be notified of any deficiencies and the town shall take no further steps to process the application until the applicant remedies the deficiencies.

D. Approval procedure.

(a) An application for construction, creation or installation of a new sign or for modification of an existing sign shall be accompanied by detailed drawing to show the dimensions, design, structure, and location of each particular sign, to the extent that such details are not contained in a Master Sign Plan then in effect for the site.

(b) Within ten (10) working days of receiving an application for a sign permit or for a Master Sign Plan, the Chief Executive Officer or his or her designee shall review it for completeness. If the Chief Executive Officer or his or her designee finds that it is complete, the application shall then be processed.

E. Permits for temporary signs. Temporary signs on private property shall be allowed upon the issuance of a temporary sign permit, which shall be subject to the following terms:

(1) A temporary sign permit shall allow the use of one (1) temporary sign limited to thirty-two (32) square feet for a specified 30-day period;

(2) Six (6) temporary sign permits may be issued to the same business on the same site in any calendar year, except that only one (1) sign per business is allowed during any given permitted 30-day period;

(3) Temporary sign permits do not require the approval of the Design Review Board unless they are under the control of an approved Master Sign Plan as described in Section 191-68 of this chapter;

This information and the rest of the Town Code can be found on our website at www.townoflaplata.org.