



**SIGN PERMIT APPLICATION**

Town of La Plata  
 305 Queen Anne Street • P.O. Box 2268  
 La Plata, MD 20646  
 301-934-8421 • Fax: 301-934-3965  
[www.townoflaplata.org](http://www.townoflaplata.org)

Permit Number:	
Date Issued:	
Fee:	Date Paid:
Received By:	

Read this application fully and provide all necessary information

Location of Sign:
Building Address:
Zoning District:
Dimensions of Wall Facing Street: Height: _____ Width: _____
Sign Contractor's Name, Address & Phone:
Occupant's Name, Address & Phone:
<ul style="list-style-type: none"> <li>• I have carefully examined and read this application and know the same is true and correct and that in doing this work all provisions of the Code of Ordinances of the Town of La Plata and State Laws will be complied with, whether herein specified or not.</li> <li>• I also hereby swear or affirm that I have received authority from the property owner to make this application and that this application is complete and correct.</li> <li>• Or I hereby swear or affirm that I am the property owner and that this application is complete and correct.</li> </ul>
Authorized Signature _____ Date _____

*Additional necessary information on the back side*

Dimensions of sign: \_\_\_\_\_

Total sq. ft. of sign: \_\_\_\_\_

Height off ground to top of sign: \_\_\_\_\_

Mounting Method:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sign Material: <input type="checkbox"/> Wood: <input type="checkbox"/> Plastic: <input type="checkbox"/> Fabric: <input type="checkbox"/> Other (list):	Is this sign: <input type="checkbox"/> Illuminated  <input type="checkbox"/> Double Faced
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Permit Application Fees:	
Sign Size (in sq. ft.)	Fee
0-24	\$ 22.00
25-49	\$ 44.75
50-100	\$ 60.00
Over 100	\$ 74.50
Master Sign Plan	\$ 32.25

For Official Use Only			
Agency	Date	Approval	Denied
Deisgn Review Board			
Planning			
Master Sign Plan Compliance		Yes	N/A
Fee Effective 7/1/2016			

Sign Content:

Application Checklist:

Copy of Master Sign Plan if applicable

If in (C-H), (C-B), or (CBT) district date of DRB approval \_\_\_\_\_

Sign diagram or elevations including,   
Dimensions; showing *the smallest rectangle that will encompass the extreme limits of the writing, representation, emblem or other display. Chapter (191-62) of Town Code*

Site plan providing location of the sign and proof the sign does not interfere with the "sight visibility triangle" as depicted below.   
*Chapter (191-60) of Town Code*

