



Tyler J. Carpenter Mayor
Sarah E. Merrell Council Member
John T. Carroll Jr. Council Member
Cheryl Richwine Council Member
Jackie Duhamell Council Member

DATE: _____ PERMIT# _____ RECEIVED BY _____

FEE: \$50 PYMT TYPE# CASH/CREDIT/CHECK# _____

SIGN PERMIT APPLICATION

Property Owner or Agent: _____

NOTE: Agent shall provide a letter from the owner authorizing that they may act on his/her behalf

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROPERTY INFORMATION: (where the sign will be placed at) _____

Address: _____ GALENA, MD 21635

Zoned: R-1 R-2 C-1 C-2 I (circle one) Tax Map: 300 Parcel: _____ Lot: _____ Subdivision: _____

TYPE OF SIGN: _____

☐ **A-Frame** (Portable - sidewalk sign) A-frames are permitted in all zoning areas

a) Only one (1) per business

b) Must not block sidewalk passage and not allowed in the street.

c) Can only be visible during business hours and must be taken off the sidewalk when business is closed.

d) The sign cannot exceed 48" in height and 30" in width. (not including a handle)

☐ **Banner:** Can not exceed 20 square feet with limited time

☐ **Door Mounted / Skinned or Wall Mounted** (see Zoning for details)

(Check one)

☐ Detached ☐ Directory ☐ Double-Faced ☐ Electronic ☐ Illuminated

☐ Portable ☐ Projecting ☐ Temporary ☐ Window ☐ Marquee

Size of Sign: _____

Length: _____ X Height: _____ = Total Square Footage _____

Height from Ground Elevation: _____

Location: Include a sketch of the property showing the location of the sign

Photo: Attach a photo of the sign

Description: _____

Applicant's/Agent's Signature: _____ Date: _____

Applicant hereby agrees to comply with all regulations applicable hereto and further agrees that any misstatements or misrepresentation of facts or any other change within the approval of the agencies concerned shall constitute sufficient grounds for denial for the permit.

Approved By _____ Date: _____

Title _____ Permit Expiration _____

(6 months after approval)

Marisa Pisapia Town Administrator

Amber Englebach Zoning Coordinator

Sue Bisbee Finance & Administrative Clerk

Mike Gibson Maintenance Coordinator

Kevin Best Town Attorney

(Sign Regulations attached)

ARTICLE VII. GENERAL SIGN REGULATIONS

SECTION 46. STATEMENT OF INTENT

The purpose of this section is to establish minimum regulations for the design and display of signs and to ensure that signage promotes the safety of persons and property, promotes the efficient transfer of general public and commercial information, and protects the public welfare by enhancing the overall appearance and economic value of the community.

SECTION 47. DEFINITIONS OF SIGNS

The purpose of this section is to define certain terms and words pertaining to signs.

1. **Abandoned Sign:** A permitted sign which was erected on the property in conjunction with a particular use which use has been discontinued for a period of thirty days or more, or a permitted temporary sign for which the permit has expired.
2. **Banners, Flags, Pennants, and Balloons:** Any animated, rotating, fluttering, on a non-stationary device made of flexible materials designed to attract attention.
3. **Detached Sign:** A sign not attached to or painted on a building, but which is affixed to the ground. A sign attached to a flat surface, such as a fence or wall not part of a building, shall be considered a detached sign.
4. **Directory Sign:** A sign not attached to or painted on a building, but which is affixed to the ground. A sign attached to a flat surface, such as a fence or wall not a part of a building shall be considered a detached sign.
5. **Double-Faced Sign:** A sign with two faces, back to back, which are usually, but not necessarily, parallel, and located not more than twelve (12) inches from each other.
6. **Existing Sign:** Any sign that was erected, mounted, or displayed prior to the adoption of this Article.
7. **Façade:** The entire building wall, including parapet, fascia, windows, doors, canopy, and roof on any street-facing elevation.
8. **Flashing Sign:** An illuminated sign on which the artificial or reflecting light is not maintained stationary and constant in intensity and color all times when in use. Any sign the revolves or moves shall be considered a flashing sign.
9. **Flat Sign:** A sign affixed directly to or painted on or otherwise inscribed on an exterior wall and confined within the limits thereof of any building and which projects from that surface less than twelve (12) inches at all points.
10. **Illuminated Sign:** Any sign designed to give forth artificial light, reflect light from another source, or back-lighted by spotlights or floodlights not a part of or attached to the sign itself.
11. **Lumen:** The unit of measure used to quantify the amount of light produced by a lamp emitted from a luminaire (as distinguished from "watt," a measure of power consumption).
12. **Luminaire:** The complete lighting unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

13. **Marquee Sign:** Any sign attached to or hung from a marquee. For the purpose of this Article, a marquee is a covered structure projecting from and supported by the building with an independent roof and is erected over a doorway or doorways.
14. **Nonconforming Sign:** Any sign which has a valid permit, was erected or displayed prior to the effective date of this Article or any subsequent amendment hereto and does not conform with the provisions of this Article.
15. **Portable Sign:** Any sign which is not permanently affixed to a building, structure, or the ground, or which is attached to the mobile vehicle.
16. **Projecting Sign:** A sign, other than a wall sign, which projects from and is supported by a wall of a building or structure. The term projecting sign includes a marquee sign.
17. **Seasonal/Holiday Sign:** A sign, used for emphasizing the celebration of a local or historic American holiday, which is erected for a limited period of time.
18. **Sign:** Any letters, figures, design, symbol, trademark, or illuminating device intended to attract attention to any place, subject, person, firm, corporation, public performance, or merchandise, whatsoever for advertising purposes. However, this shall not include an official court or public notices nor the flag, emblem, or insignia of a government, school, or religious group when displayed for official purposes.
19. **Sign Area:** That area with a line including the outer extremities of letters, fixtures, characters, and delineations, or within a line including the outer extremities of the framework or background of the sign, whichever line includes the larger area. The support for the sign, whether it be columns, a pylon, or a building or part thereof, shall not be included in a computation of sign area. Only one side of a double-faced sign shall be included in a computation of sign area. The area of a cylindrical sign shall be computed by multiplying one-half of the circumference by the height of the sign.
20. **Temporary Sign:** Any sign or information transmitting structures intended to be erected or displayed for a limited period.
21. **Window Sign:** Any sign which is painted on, applied to, attached to, or projected upon or within the exterior or interior of a building glass area, including doors, or located within a distance equal to the greatest dimension of the window is obviously intended for viewing from the exterior.
22. **Window Sign, Temporary:** A window sign of a temporary nature used to direct attention to the sale of merchandise, or a change in the status of the business, including, but not limited to, sign for sales, specials, going out of business, and grand openings.

SECTION 48. REQUIREMENTS

48.1 General

No sign shall be erected, hung, placed, or painted in any District except as hereby provided. Submission of an application for a sign permit is required.

1. No sign shall obstruct the view of traffic.
2. No sign shall be erected, high, affixed, painted, or otherwise displayed or altered unless a permit has been issued by the Zoning Coordinator.
3. Any sign existing as of the effective date of this Article which does not have a valid permit from the Town is deemed to be an illegal sign.
4. Area available for changeable letters shall be limited to fifty (50%) percent of the total sign area.

48.2 Nonconforming Signs

1. Any sign existing as of the date of this Ordinance is hereby deemed a nonconforming sign. All nonconforming signs must be removed within ninety (90) days of the effective date of this Ordinance.
2. A nonconforming sign may be maintained only by painting or refinishing the surface of the sign face or sign structure so as to keep the appearance of the sign as it was when the prior permit was issued.
3. Nonconforming signs which are structurally altered, relocated, or replaced shall comply immediately with all provisions of this code.
4. Upon a determination by the Zoning Coordinator and notice to the permittee that a nonconforming sign has become dilapidated or structurally unsound, such sign shall be removed within thirty (30) days.
5. When a business changes ownership or when a change of use occurs, all signs deemed nonconforming shall be removed and may be replaced with legal signs.

48.3 Exemptions (no permit required)

The following signs are exempt from the provisions of this Article subject to the following conditions.

1. Public signs of a non-commercial nature and in the public interest, erected by, or on the order of the Mayor and Council such as safety signs, danger signs, trespassing, traffic, memorial plaques, signs of historic events, civic events, and the like.
2. Institutional signs setting forth the name or simple announcement for any public charitable, educational, or religious institution, located entirely on the premises of the institution, up to an area of fifteen (15) square feet.
3. Construction signs which identify the architects, engineers, contractors, and other individuals or firms involved in the construction, each limited in area to six (6) square feet. The sign shall be confined to the construction site and shall be removed within fourteen (14) days of the beginning of the intended use of the project.
4. Real estate signs are limited in area to six (6) square feet. The sign shall be removed upon settlement.

5. Signs on a truck, bus, or other vehicles while in use in the normal course of business. This section should not be interpreted to permit parking for a display of a vehicle to which signs are displayed in a District where such signs are not permitted.

6. Political - Signs of political parties and candidates seeking public office; provided that such signs are removed within ten (10) days after the election.

7. **Open Flag/Open Sign** – in C-1 and C-2 Districts any business may display the following:

- a. One (1) **“Open”** flag is permitted; the size shall not exceed 3 feet x 5 feet
AND
- b. One (1) **“Open”** professionally constructed sign made not to exceed two (2) square feet;
AND
- c. One (1) **“Open”** non-illuminated professionally constructed sign made not to exceed two (2) square feet;
AND
- d. Signage measurements are calculated on a rectangular footprint/perimeter;

8. **Corner Lot: Open Flag/Open Sign** in C-1 & C-2 District – a corner lot shall face two (2) major thoroughfares. The following signs may be displayed:

- a. Two (2) **“Open”** Flags are permitted; each size shall not exceed 3 ft. x 5 ft. One (1) Open Flag may be visible from each thoroughfare;
AND
- b. Two (2) **“Open”** professional constructed illuminated signs; each sign shall not exceed two (2) square feet;
AND
- c. Two (2) **“Open”** non-illuminated professionally constructed signs; each sign shall not exceed two (2) square feet.
- d. Signage measurements are calculated on a rectangular footprint/perimeter;

9. **“No Trespassing”** or **“No Hunting”** signs with a limitation of two (2) signs, and each sign shall be limited to no more than two (2) square feet.

48.4 Permitted Signs – Permit application required and approval required by the Zoning Coordinator.

1. The following signs are permitted in any district:

- a. One nameplate, limited in area to two (2) square feet, to identify the owner or occupant of a dwelling.
- b. One non-illuminated sign, limited in area to two (2) square feet, to identify a permitted home occupation.
- c. Permanent directional signs limited in area to two (2) square feet.
- d. One sign limited in area to ten (10) square feet to identify a farm or approved subdivision.

2. The following signs and amount of signage are permitted in the C-1 or C-2 Commercial Districts:

- a. Total Square Footage of Signage Allowed

The total combined square footage of flat, projecting, or detached signs and may not exceed ten (10%) percent of the street-facing façade of the building housing the establishment with a maximum combined square footage of twenty-five (25) square feet.

b. Calculation of Sign Area

That area within a line including the outer extremities of letters, fixtures, characters, and delineations, or within a line including the outer extremities of the framework or background of the sign, whichever line includes the larger area. The support for the sign, whether it be columns, a pylon, or a building or part thereof, shall not be included in a computation of sign area. Only one side of the double-faced sign shall be included in a computation of sign area. The area of a cylindrical sign shall be computed by multiplying one-half of the circumference by the height of the sign.

3. The following are permitted in R-2 District with Special Exception (SE) and reviewed by Planning Commission:

a. Electronic Sign

- i. LED & illuminated product sign
- ii. No sign shall obstruct the view of traffic

4. **Selection of Sign Types:**

A. FLAT SIGN

1. **STREET-FACING FAÇADE** - One (1) flat sign is allowed per business establishment on the premises.

- a. The Area of the sign shall be calculated by the linear footage of the building frontage. One (1) square foot for each linear foot of building frontage.
- b. The total square footage may not exceed fifty (50) square feet for an individual flat sign.
- c. MORE THAN ONE BUSINESS ON THE PREMISES – each sign shall not exceed twenty-five (25) square feet.

2. **CORNER LOT**

- a. Businesses having Façade on a corner lot facing two (2) major thoroughfares may have signs on two (2) Façades if both are visible from the thoroughfares.
- b. First Façade – Area of the flat sign shall be calculated by the linear footage of the building frontage. One (1) square foot for each linear foot of building frontage. The total square footage may not exceed fifty (50) square feet for an individual flat sign.
- c. Second Façade – Total square footage of the flat sign shall not exceed fifty (50%) percent of the first façade sign with a maximum size of twenty-five (25) square feet for individual flat sign.
- d. The applicant may install the larger sign on either front façade.

3. **SIDE FAÇADE**

ACCESSORY USE - Approved by Planning Commission with conditions. An application, site plan/drawing with size and location of the signage is required.

Conditions

- a. One (1) side façade flat sign per business establishment provided it is visible from a thoroughfare.
- b. Total square footage of side façade flat sign shall not exceed fifty (50%) percent of front façade signage with a maximum size of twenty-five (25) square feet for individual flat sign.
- c. The applicant may install the larger sign on either the front or side façade.

OR

B. PROJECTING SIGN

1. One (1) projecting sign is allowed per business establishment on the premises. The total square footage of all projecting signs may not exceed ten (10%) percent of the street-facing façade of a building housing the establishment with a maximum size of twenty-five (25) square feet for an individual projecting sign. However; businesses having Façade s facing two major thoroughfares may have signs on both Façade s not to exceed twenty-five (25) square feet per sign and not to exceed twenty-five (25) square feet per façade.

OR

C. DETACHED SIGN

1. The total square footage of all detached signs shall not exceed ten (10%) percent of the street-facing façade of the building housing the establishment with a maximum of twenty-five (25) square feet for an individual detached sign. The sign shall be erected so as not to obstruct driver vision or safety not interfere with the passage of pedestrians. The lower portion of the outer framework of the sign shall be within twenty-four (24) inches of the ground elevation. The upper portion of the outer framework of the sign shall not be higher than eight (8) feet above the ground elevation. However; businesses having Façade s facing two major thoroughfares may have signs on both Façade s not to exceed twenty-five 25 square feet per sign, and not to exceed twenty-five (25) square feet per façade.

D. WINDOW SIGNS

1. Window graphics (to include stationary flags), which otherwise comply with this Article, may be displayed provided no more than twenty-five (25%) percent of the area of any window may be occupied by signage. Window signage shall not be counted toward the total amount of signage allowed per building façade, and the total amount of window signage shall not exceed ten (10) square feet per building façade.

E. DIRECTORY SIGN – is permitted in a Shopping Center/Plaza pursuant to the following conditions:

1. The directory sign shall not exceed a maximum size of fifty (50) square feet (one side) and maybe a double-faced sign. The upper portion of the sign shall not be higher than fifteen (15) feet above ground elevation.
2. The directory sign shall be located at the entrance of the Shopping Center/Shopping Plaza and shall not impact the traffic sightlines.
3. The directory sign shall be a flat sign containing the name of the Shopping Center/Shopping Plaza and the names of the business establishments in the Shopping Center/Shopping Plaza only.
4. The location of each sign shall be reviewed and approved by the Planning Commission as part of the site plan review process.

F. ELECTRONIC SIGNS with Special Exception (SE) and reviewed by the Planning Commission:

1. LED & illuminated product signs
2. No sign shall obstruct the view of traffic

G. PORTABLE SIGNS – sidewalk signs – A-Frames are permitted in all districts with approval by the Zoning Coordinator:

1. Only one (1) per business
2. Must not block sidewalk passage and not allowed in the street.
3. Can only be visible during business hours and must be taken off the sidewalk when business is closed.
4. The sign cannot exceed 48" in height and 30" in width.

48.5 Temporary Signs – Permit required and subject to permit conditions.

1. The following types of signs are classified as "temporary signs" which shall be made in a professional manner – no cardboard or paper.
2. The total area of temporary signs shall not exceed twenty (20) square feet, except for real estate signs which shall not exceed six (6) square feet per sign face.

a. **Special events and holiday signs.**

Time Limits: Special events and holiday signs including banners may be erected twenty-one (21) days preceding a special event and shall be removed within twenty-four hours following the event. The same or similar special event shall not be advertised more frequently than four (4) times per year. One extension may be granted for good cause by the Zoning Coordinator. "Holiday Signs" shall not be advertised more frequently than six (6) times per year.

b. **"Grand Opening" or "Going out of Business," and "Sale" signs for Businesses and services.**

Time Limits: "Grand Opening" signs may be erected for a period not to exceed fourteen (14) days. "Going out of Business" signs may be erected for a period not to exceed thirty (30) days. "Sale" signs may be erected for a period not to exceed seven (7) days. "Sale" events shall not be advertised more frequently than six (6) times per year.

c. **Signs for "Work Under Construction."**

Time Limits: Signs for work under construction may be erected upon the issuance of a building permit and shall be removed within seven (7) days following the issuance of an occupancy permit.

d. **Signs announcing the subdivision or development of land.**

Time Limits: Signs announcing the subdivision or development of land may be erected on the land being developed for a period not to exceed six (6) months. One (1) three (3) month extension may be granted by the Zoning Coordinator with good cause shown.

e. **Signs advertising the sale or lease of the property upon which they are located.**

Time Limits: Signs advertising the sale or lease of property shall be removed at the completion of the transaction advertised.

f. **Political signs.**

48.6 Prohibited Signs - The following signs are prohibited in all districts except noted:

1. LED & illuminated product signs, exposed neon tubing, exposed glass tubing containing either neon, argon, or other materials are prohibited in R-1 District.
2. Signs that are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal.
3. Signs advertising an activity, business, product, or service no longer conducted on the premises.
4. Signs which contain or consist of pennants, ribbons, streamers, strings of light bulbs, spinners, or other moving devices.
5. Roof signs are prohibited.
6. Outdoor advertising structures, poster panels, or billboards, or signs of any other type of advertising products or services not available on the premises.
7. A sign which contains any moving, flashing, animated lights, visible moving or movable parts, or giving the appearance of animation.
8. Any sign or sign structure, any portion of which extends above the parapet, building roofline at the soffit, or canopy against which the sign is located. See APPENDIX E.
9. Except as otherwise provided, no sign whether temporary or permanent, except by a public agency, is permitted within any street or street right-of-way.
10. Signs painted on or attached to trees, fence posts, rocks, or other natural features, telephone or utility poles.
11. Inflatable signs.

48.7 Illumination

1. The light from an illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness will not be objectionable to the surrounding area.
2. No sign shall have blinking, flashing, or fluttering lights or other illuminating devices which has a changing light intensity, brightness or color. Beacon lights are not permitted.
3. No colored lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
4. Neither the direct nor reflected light from primary light sources shall create a traffic hazard to operators of motor vehicles on public thoroughfares.
5. Any luminaire with a lamp or lamps rated at a total of MORE than 1800 lumens, and all flood or spot luminaires with a lamp or lamps rated at a total of MORE than 900 lumens, used to illuminate the exterior surface of any sign shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.
6. No sign shall obstruct the view of traffic.

SECTION 49. ENFORCEMENT (Signs)

49.1 Inspection, Removal, and Safety

1. Signs for which a permit is required may be inspected periodically by the Zoning Coordinator for compliance with this and other codes of the municipality.
2. All signs and components thereof shall be kept in good repair and in safe, neat, clean, and attractive condition.
3. A sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove it, the Zoning Coordinator shall give the owner fifteen (15) days written notice to remove it. Upon failure to comply with this notice, the zoning Coordinator or his duly authorized representative may remove the sign at the cost to the owner.
4. When a successor to a defunct business agrees to maintain the signs as provided in this code, this removal requirement shall not apply.

SECTION 50. PERMITS AND FEES

1. To defray some to the administrative costs associated with processing permit applications and inspections of signs, at the time of submission of an application for a sign permit, a non-refundable fee shall be paid.
2. Upon compliance with the provisions of the Article, the Zoning Coordinator shall make a decision to issue, deny, or issue with conditions a permit for such application. Permits shall be numbered and shall contain the following information.
 - a. The type of sign as defined in this Article.
 - b. The street address to the property upon which the sign is proposed to be located and the proposed location of the sign on the property.
 - c. The amount of the fee paid for the permit.
 - d. The date of issuance.
 - e. In the case of a temporary sign, the date of the expiration of the permit.
3. Failure to erect or complete the otherwise approved work related to the permitted sign within such ninety (90) day period shall result in the expiration of such permit. A thirty (30) day extension may be granted by the Zoning Coordinator for good cause shown.