

113 S. Main Street  
P.O. Box 340  
Greensboro, MD 21639  
410-482-6222  
www.greensboromd.org



The following information is needed when applying for a Sign Permit:

1. A completed Sign Permit application with Zoning Administrator's Signature and conditions, (if applicable).
2. If the Sign is freestanding, 2 copies of a site plan of the property. The site plan should show property lines, buildings, and where the sign is to be located.
3. If the sign will be attached to the building, an elevation of the building showing where the sign is to be located.
4. With all signs, you will need to submit an illustration on a plain sheet of paper showing the size of the sign, what the sign will say, and if it is a freestanding sign, show the height of the sign.
5. A filing fee of \$20.00 for up to a 2 sq. ft. sign. (+ \$2.00 for each additional sq.ft.)\*

Checks should be made payable to the Town of Greensboro.

If you have any questions please contact the Planning and Zoning Office at the above listed phone number.

\*\$200 maximum



# Sign Permit Application

Town of Greensboro  
Sign Permit Appl.

Permit # \_\_\_\_\_  
App. Date \_\_\_\_\_  
App. Fee \_\_\_\_\_ MDIA FEE \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) Email: \_\_\_\_\_

Property Location if different than above:

\_\_\_\_\_

Proposed Work: \_\_\_\_\_

Estimated Value of Work: \_\_\_\_\_

Sign dimensions: \_\_\_\_\_

If the sign is freestanding, 2 copies of a site plan of the property will be needed. The site plan should show property lines, buildings, and where the sign will be located.

If the sign will be attached to the building, an elevation of the building showing where the sign is to be located will be needed.

With all signs, draw a picture on a plain sheet of paper showing the size of the sign, what the sign says, and if it is a freestanding sign show the height of the sign.

The applicant hereby certifies and agrees as follows:

- 1- That he/she is authorized to make this application
- 2- That the information provided is correct
- 3- That he/she will comply with all regulations applicable hereto
- 4- That no work will be performed on the above property not specifically described in this application
- 5- That he/she grants the Town officials the right to enter the property for the purpose of inspecting the work permitted and posting notices.

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S NAME PEINTED: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Conditions :

**FOR OFFICE USE ONLY**

BUILDING PERMIT NUMBER \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

**MINIMUM YARD REQUIREMENTS:**

SIDE SETBACK	FRONT SETBACK	REAR SETBACK	SIDE ST.	HEIGHT

**APPROVALS:**

TYPE	APPROVED	DENIED
BUILDING		
ZONING		
SEDIMENT		
SWR & WTR		
SW MANAGEMENT		
CRITICAL AREA		
FLOOD PLAIN		
ENTRANCE		
WETLANDS		
OCCUPANCY		
OTHER		

Application having been made for a building permit and the proposed structures and usage being in conformity with the Code of the Town of Greensboro, Maryland, I hereby issue this building permit for a period of 12 months from the date hereof or upon prior completion of work and issuance of a Zoning Occupancy Permit.

Subject to the following conditions :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Zoning Inspector \_\_\_\_\_

An occupancy permit is to be obtained prior to use of the structure for which this permit is issued. Please notify the Zoning Office when ready for final inspection.