

SIGN POSTING PROCEDURES

Instructions

At the time an application is filed, the applicant will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to ensure that the sign(s) remain on the project site for the required time.

Site Posting Procedure

The applicant shall submit a notarized affidavit stating the sign(s) has been posted and a photograph showing the sign(s) on the site within three (3) days of submitting an approved application.

The applicant is responsible for all costs associated with the site posting requirements. The sign(s) should not be returned to the Planning Department.

A minimum of one sign shall be placed along all adjacent arterial streets. Signs should be posted every 600 feet when a street frontage adjacent to a project exceeds that distance. Sign(s) shall be placed parallel to the roadway.

Sign(s) shall be placed on the property in the most visible location available in such a manner that landscaping or other obstructions do not impair the visibility of the sign(s) from the street. The sign(s) shall not be placed on the public street right-of-way. The sign(s) should not be placed more than 10 feet behind the property line adjacent to the street.

The sign(s) shall have a short project description developed between the planning staff and the applicant that includes a listing of each use and its' associated square footage to include: number and type of dwelling units and a break down of commercial uses – office, retail, etc.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to ensure that the sign(s) will be visible to the general public.

Sign Specifications

-Minimum size 36 inches x 48 inches (1728 square inches). On .063 white aluminum with black lettering.

-Applicant or vendor should access and apply the sign template and lettering specifications located on the WEB Site: www.mc-mncppc.org/development

-Applicant shall insert the following on the sign(s) where appropriate:

- * Project name as it appears on the application
- * Type of plan (i.e. Preliminary, Site, Project, etc.) and Plan number as assigned by planning staff at time of application intake
- * Project description as discussed with staff at the time of application intake

-Bottom of sign shall not be less than 3 feet to the ground

-Stakes (wood, steel, or other similar supports) should be driven approximately one (1) foot or to a depth that assures the sign remains upright

Sample Sign

48.0"

.063 WHITE ALUMINUM

DEVELOPMENT APPLICATION FOR:

Plan Number

For process and hearing information please contact:
■ The Maryland-National Capital Park and Planning Commission
8787 Georgia Ave, Silver Spring, MD 20910
[www. mc-mncppc.org/development](http://www.mc-mncppc.org/development)
(301) 495-4595

36.0"

4 ROUNDED CORNERS