



<http://www.montgomerycountymd.gov/permittingservices/>

SIGN VARIANCE APPLICATION PROCEDURE

1. Complete the sign variance application.
2. Provide a detailed drawing of the proposed sign on the building.
3. Provide a scaled elevation drawing of the building if the proposed sign is a wall sign (5 copies). Show the exact location of the sign on the building.
4. Provide a site plan of the subject property (5 copies). Show the location of the proposed sign. **Indicate the distance from the property lines for a freestanding sign.**
5. **Provide photographs of the subject property including the area surrounding the property. Photographs shall be a minimum 4x6 inches in size, labeled as the views shown and secured in a portfolio format.**
6. Complete a sign permit application for each proposed sign.
7. **Submit the required information specified in items #1-6 above along with a check for \$478.50* payable to Montgomery County, Maryland, to the Department of Permitting Services. * The fee is \$764.50 for properties located in zones subject to Maryland National Capital Park and Planning Commission (M-NCPPC) site plan review.**
8. Upon DPS' review and acceptance of the sign variance application and required documentation, a hearing date will be set by the Department of Permitting Services.
9. Obtain and furnish a copy of the tax map of the area where the subject property is located. Indicate on the tax map which properties are contiguous and opposite the subject property. A copy of the tax map and property owner information can be obtained from the Maryland Department of Assessments and Taxation at 51 Monroe Street, Rockville, Maryland.
10. Complete the **Notice so Sign Variance Hearing** form and send to property owners contiguous and opposite the subject property. Also, notify the citizen's association for the area where the subject property is located. In addition, M-NCPPC must be notified if the proposed sign is located on a property subject to a site plan agreement. Notification must be completed at least 15 days prior to the hearing date.
11. Furnish a completed **Certification of Notice to Affected Parties** form and a copy of the **Notice of Sign Variance** form to the Department of Permitting Services at least 15 days prior to the hearing date.