



City of Glenarden  
"A City on the Move"  
8600 Glenarden Parkway  
Glenarden, Maryland 20706

Application for Sign Permit:

|                    |                     |
|--------------------|---------------------|
| Application Number | Date of Application |
|--------------------|---------------------|

INTAKE

Received by: \_\_\_\_\_  
Date: \_\_\_\_\_

SITE INFORMATION

|                          |                   |              |          |                   |
|--------------------------|-------------------|--------------|----------|-------------------|
| Sign Location (Address): | Land Tax Account: | Subdivision: | Tax Map: | Payment Received: |
| City/State/Zip:          | Lot:              | Block        | Parcel   | Received by:      |
|                          |                   |              |          | Date Received:    |

Type of Work: (Please check one)

- Erect New Sign
- Replace New Sign
- Reface or alter existing sign
- Validate existing sign

Type of Sign: (Please check one)

- Ground (freestanding)
- Building (includes roof/projecting)
- Billboard (off-site advertising)
- Temporary (up to 6 months)

Total Street Frontage (ft) \_\_\_\_\_  
Width of building front (ft) \_\_\_\_\_  
Location on premises \_\_\_\_\_

**Application Package Requirement**  
Completed application checklist  
Signed Checklist  
Filing fee payment  
Required plans and cost estimate  
(see application checklist)

Sign:

Principal wording:  
Individual letters of attached directly to facia building YES  NO

Construction Cost: \$ \_\_\_\_\_

Dimensions of Sign \_\_\_\_\_ Total Area \_\_\_\_\_ Square Feet

Distance of main building from front street line: \_\_\_\_\_  
If GROUND sign, height to top of sign above grade from sign base: \_\_\_\_\_  
If ROOF sign, height to top of sign above roof line or parapet wall: \_\_\_\_\_  
If PROJECTING sign, maximum projection past the building wall: \_\_\_\_\_

PROPERTY OWNER INFORMATION

|                   |                 |
|-------------------|-----------------|
| Name:             |                 |
| Address:          | City/State/Zip: |
| Telephone Number: |                 |

Authorization:

I hereby certify that I am the property owner, that the application is correct, and that the sign erection will advertise the legal use located on the same property as the sign and constructed in accordance to the Building and Electrical Code, as appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

FOR OFFICE USE ONLY

|                                  |       |                |       |
|----------------------------------|-------|----------------|-------|
| Permit Review Committee Review:  | _____ | Date Approved: | _____ |
|                                  | _____ | Date Rejected: | _____ |
| City Council Review:             | _____ | Permit Number: | _____ |
|                                  | _____ | By:            | _____ |
| Code Enforcement Officer Review: | _____ | Filing Fee:    | _____ |
|                                  | _____ | Permit Fee:    | _____ |