



APPLICATION INSTRUCTIONS
SIGN APPLICATION
FOR CERTIFICATE OF APPROVAL
(For approval to install a sign on the exterior of a building.)

SUBMIT 10 COPIES of this application package, including all supporting materials required on page 3 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm 22 calendar days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: 3430 Court House Drive, Ellicott City, MD 21043

Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. If a meeting is cancelled, applicants will be notified and the cancellation will be posted on the County's website at:

<http://www.howardcountymd.gov/servicespage.aspx?ID=6442460809> and
http://www.howardcountymd.gov/Historic_Preservation_Commission.htm.

Applicants are expected to attend the HDC meeting in order to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission, or result in the application being denied.

Application Information

For questions concerning this application, please contact Samantha Holmes, Historic Preservation Planner, at 410-313-4428 or sholmes@howardcountymd.gov. Applications will be reviewed for completeness and applicants will be notified if additional information is required to complete the application. Failure to provide all required information may result in the rejection of the application.

Additional Information

Proposed changes not listed on the application or for legal advertisement cannot be reviewed by the Commission. Receiving pre-application advisory comments does not negate the need for a Certificate of Approval when required.

Please note there are separate applications for sign applications, general work, tax credit pre-approval and advisory comments. For more information about work that may be eligible for tax credits, please visit the County's Historic Preservation page: http://www.howardcountymd.gov/historic_preservation.htm.

Permit Information

HPC approval does not eliminate the need for a building permit or sign permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at 410-313-2455.

HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

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FOR STAFF USE ONLY

Application #:

HPC -

Meeting Date:

Date Received:

PROPERTY INFORMATION

Address of Subject Property: _____

Name of Property Owner: _____

Is this property listed on the Howard County Historic Sites Inventory? ☐ Y ☐ N #HO- _____

Historic District (please check): ☐ Ellicott City Local Historic District ☐ Lawyers Hill Local Historic District

APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): _____

Mailing Address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

If the Applicant is not the owner of the subject property, the owner's signature authorizing the proposed work is required .

SIGNATURE(S)/CERTIFICATION:

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date

I hereby certify by the above signatures(s) that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.

Sign Application for Certificate of Approval: **ATTACH ADDITIONAL COPIES OF THIS PAGE FOR EACH**

ALL APPLICATIONS MUST INCLUDE:

- ☐ A labeled photograph of proposed sign location on building.
- ☐ An illustration of sign graphic or sign makers proof with dimensions.
- ☐ Samples of proposed paint colors.
- ☐ Manufacturer's literature/pictures of brackets or posts used to display sign.
- ☐ Completed sections below.

TYPES: Refer to page 79 of the Ellicott City Guidelines for general sign guidelines; specifics indicated below.

DIMENSIONS: Refer to Guidelines for each type (as indicated to the left) for size recommendations.

- | | |
|---|----------------------------|
| ☐ Flat Mounted (more details on page 82) | Height _____ |
| ☐ Projecting/Hanging (more details on page 83) | Width _____ |
| ☐ Freestanding (more details on page 84) | Total Square Footage _____ |

COLORS: The Ellicott City Guidelines recommend using a minimum number of colors, **generally no more than 3** (refer to page 80). Background colors are typically off-white; if using a colored background, please limit to two accent colors. **Color samples are required.**

Background Color _____	Accent Color #2 _____
Accent Color #1 _____	Accent Color #3 _____

SIGN AND INSTALLATION MATERIALS:

Describe material of sign and materials used to install sign, such as brackets or posts (**include materials, colors, and a photograph**).

ADDITIONAL INFORMATION: Please include any other additional information (such as additional colors beyond the recommended 3, etc.).
