



## HOWARD COUNTY HISTORIC PRESERVATION COMMISSION APPLICATION INSTRUCTIONS

### SIGN APPLICATION FOR CERTIFICATE OF APPROVAL

(For approval to install a sign on the exterior of a building.)

#### **Submission Instructions**

This submission requires 10 printed copies and one emailed pdf. Full application submission instructions can be found on the Commission's website: <https://www.howardcountymd.gov/boards-commissions/historic-preservation-commission>.

**Submit 10 printed copies** of this application package, including all supporting materials required on page 3 of this application to Howard County Department of Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043.

**Email a completed pdf package** to [preservation@howardcountymd.gov](mailto:preservation@howardcountymd.gov) (if you are unable to pdf images, please include in the email as an attached jpg, do not embed pictures in the body of the email).

**Deadline** - Applications (printed copies and emailed pdf) 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 fax.

#### **Meeting Information**

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month. Meetings may be virtual through WebEx or in person. HPC Staff will provide more information prior to the meeting date. If a meeting is cancelled, Applicants will be notified and the cancellation will be posted on the Commission's website: <https://www.howardcountymd.gov/boards-commissions/historic-preservation-commission>.

Applicants are expected to attend the HPC 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 HPC Staff at [preservation@howardcountymd.gov](mailto:preservation@howardcountymd.gov) or 410-313-2350. 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.

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

#### **Permit Information**

HPC approval does not eliminate the need for a building permit or sign permit. Permits applications may be submitted to 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.

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Address: 3430 Court House Drive, Ellicott City, MD 21043  
Email: [preservation@howardcountymd.gov](mailto:preservation@howardcountymd.gov)

### Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm, generally on the first Thursday of each month.

### Questions

Please contact DPZ Resource Conservation Division Staff at 410-313-2350 or [preservation@howardcountymd.gov](mailto:preservation@howardcountymd.gov).

### FOR STAFF USE ONLY

**Application #:**

HPC -

MA -

**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 additional sign and label accordingly (please note the Guidelines recommend against multiple signs on a building facade. Refer to page 79 of the Ellicott City Historic District Guidelines for sign guidelines.)

**ALL APPLICATIONS MUST INCLUDE (please check to indicate this information has been submitted):**

- A labeled color photograph of proposed sign location on building.
- A color 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.

**TYPE OF SIGN:**

- Flat Mounted
- Projecting/Hanging (indicate if it is not double-sided)
- Freestanding

**SIGN MATERIALS:**

- Routed wood
- MDO plywood
- High Density Urethane (HDU)
- Other (please specify): \_\_\_\_\_

**DIMENSIONS:**

- 1) Flat mounted sign should be a maximum of 8 square feet.
- 2) Projecting/hanging signs should be 4 to 6 square feet.
- 3) Freestanding signs should be 4 to 6 square feet.

Height \_\_\_\_\_  
Width \_\_\_\_\_ Depth \_\_\_\_\_  
Total Square Footage \_\_\_\_\_

**BRACKET:**

- Existing on building. Pictures provided.
- New bracket. Product specifications provided.

**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 \_\_\_\_\_

**ADDITIONAL INFORMATION:** Please include any other additional information (such as additional colors beyond the recommended three, sign material, installation method, lighting, etc. If you are installing lighting, provide spec sheets and explain below and specify on photos where it will be installed).

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