



**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. Emergency meetings are being scheduled and dates can be found at:

[www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Historic-Preservation-Commission](http://www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Historic-Preservation-Commission)

and

[www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic](http://www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic)

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 Samantha Holmes, Historic Preservation Planner, at 410-313-4428 or [sholmes@howardcountymd.gov](mailto: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: [www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic](http://www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic)

**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.

This page intentionally left blank.

# HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

## SIGN APPLICATION FOR CERTIFICATE OF APPROVAL

**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 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.

### Questions

Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or [sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov).

FOR STAFF USE ONLY
<b>Application #:</b> HPC -
<b>Meeting Date:</b>
<b>Date Received:</b>

### 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**

**ALL APPLICATIONS MUST INCLUDE:**

- 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.

**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.).

---

---

---

---