

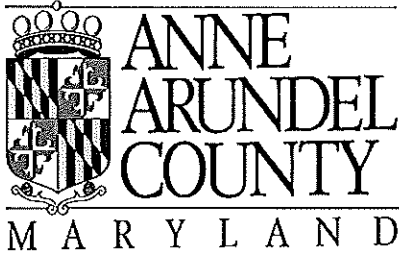
TO: Applicants for Off-Site Directional Signs
FROM: OFFICE OF PLANNING AND ZONING

Applications for Off-Site Directional Signs are to be submitted to the Office of Planning and Zoning located at 2664 Riva Road, Third Floor, Annapolis, MD 21401. Applications must be submitted in person during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.

The application must be fully completed, including a vicinity map showing the location of the proposed signs, location of the business site being at least 1,000 feet from an arterial road or higher road classification, and include a check payable to Anne Arundel County for \$150.00 per sign.

Upon review and approval of the off-site directional sign application, the applicant will be notified and will proceed to have the sign prepared by a private sign contractor in accordance with Anne Arundel County specifications and delivered to the A.A. County Department of Public Works. SIGNS THAT ARE NOT PREPARED IN ACCORDANCE WITH COUNTY SPECIFICATIONS WILL NOT BE INSTALLED. SIGNS ARE NOT TO BE INSTALLED BY ANY PERSON OTHER THAN AN AUTHORIZED EMPLOYEE OF THE ANNE ARUNDEL COUNTY DEPARTMENT OF PUBLIC WORKS.

Should you have any questions regarding this matter, please contact the Zoning Division at 410-222-7437.



For Office Use Only	
Sign Permit #	_____
Sign Name	_____
Application received date	_____
Application fee paid	_____
Sign information sent to DPW	_____
Sign(s) delivered to DPW	_____

OFF-SITE DIRECTIONAL SIGN APPLICATION

Instructions

Please complete this application and submit it to the Office of Planning and Zoning, Zoning Division, Third Floor, 2664 Riva Road, Annapolis, MD 21401. Telephone 410-222-7437.

Include with this application two (2) copies of a vicinity map showing the exact location of the business, the location of the proposed sign(s), and verification that the establishment is located at least 1000 feet from an arterial road or higher road classification in accordance with Article 18, Section 18-3-305(a).

Application Date _____ Tax Account # (12 digits) _____

Applicant's Name _____ Phone # _____

Applicant's Email Address _____

Applicant's Mailing Address _____

Business Owner/Operator _____

Business Name on sign _____

Business Name (if different than sign) _____

Business area or Group name _____

Type of Business/Use (check where appropriate)

- Cultural/Historical _____ Club, Lodge or Fraternal or Service Organization _____
- Hotel/Motel _____ Marina _____ Restaurant _____ Religious Facility _____
- Waterfront Event _____ Community Business Area _____

PLEASE NOTE – This process does not permit signs to be located on or seen from a State Road/Highway. These signs are only permitted on County owned roads.

Proposed location of Sign:

Intersection of _____ and _____

Location of additional signs (if applicable):

Intersection of _____ and _____

Applicant's Signature _____ Date _____

§ 18-3-305. Permanent offsite directional signs in County rights-of-way.

(a) **Generally.** A permanent offsite directional sign stating the name of a cultural or historical site; a club, lodge, or fraternal or service organization; community business areas; a hotel or motel; a marina; a religious facility; a restaurant; or a waterfront event is allowed in a County right-of-way if the use to which the sign relates is located on a local or collector road and at least 1,000 feet, measured by road distance, from an arterial or higher classification road.

(b) **Airport parking.** A permanent offsite directional sign stating the name of a private parking facility is allowed in a County right-of-way if the use to which the sign relates is located in the area shown on the official map adopted by the County Council entitled "Airport Permanent Offsite Directional Signs, 2005".

(c) **Restrictions.** No more than four signs are allowed on a single sign pole, and no more than one sign is allowed for a single business or business area in one direction on an arterial road. No more than two sign poles are allowed in any one direction at an arterial road intersection.

(d) **Pre-approval required.** An application for approval of a permanent directional offsite sign shall be filed with the Office of Planning and Zoning and shall contain the location of the business or business area, the intersections requested for the location of the sign, and the name of the business or business area that will appear on the sign.

(e) **Installation.** The Department of Public Works shall be responsible for the installation of an offsite directional sign in a location determined by the Department.
(Bill No. 4-05; Bill No. 78-05)

OFF-SITE DIRECTIONAL SIGNS
WITHIN COUNTY RIGHTS-OF-WAY

All off-site directional signs to be installed within County rights-of-way shall conform to the following standards:

1. Material

Sign blanks shall be 5052-H38 or approved equal aluminum alloy which shall be anodized, degreased, and etched. Edges shall be smooth and free of burrs and sharpness. The thickness (gauge) shall be 0.080 inches.

2. Background Color

The sign blank shall be covered by standard highway blue reflective sheeting. The minimum coefficient of retroreflection of the background shall be 2.0 candles per foot candle per square foot and the maximum coefficient of retroreflection shall be 4.0 candles per foot candle per square foot. The industry equivalent designation for this material is Engineer Grade.

3. Lettering and Arrow Color

The lettering and arrows shall be standard highway white reflective sheeting. The minimum coefficient of retroreflection of the lettering and arrows shall be 35.0 candles per foot candle per square foot and the maximum coefficient of retroreflection shall be 70.0 candles per foot candle per square foot. The industry equivalent designation for this material is Engineer Grade.

4. Arrows

Arrows shall be dimensioned as shown on the attached typical arrow detail. Arrows shall be centered in the Arrow Reserve Area as shown on the attached typical sign detail. Left and straight arrows shall be placed on the left side of the sign and right arrows shall be placed on the right side. Straight arrows shall point upward.

5. Borders

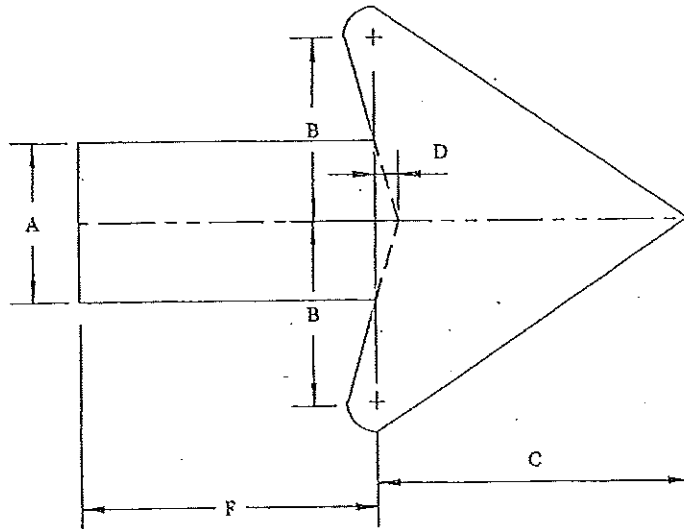
Borders shall not be permitted on off-site directional signs.

6. Signs to be located on Arterials or Major Highways shall comply with the following:

- A. The sign blank dimensions shall be either 12 inches by 60 inches for one line of motorist information or 16 inches by 60 inches for two lines of motorist information.

- B. Lettering shall be 6 inch Highway Gothic, Type B. Only upper case lettering shall be utilized. Abbreviations may be used where appropriate. It should be noted that approximately 18 letters and spaces may fit on a single line of sign blank. No more than two lines of motorist information will be permitted.
 - C. Arrows shall be Type I as shown on the attached detail sheet.
 - D. Mounting holes shall be 3/8 inch diameter and shall be drilled or punched in the sign blank as per the dimensions shown on the attached typical sign detail.
7. Additional signs to be located on Collector or Local Roads shall comply with the following:
- A. The sign blank dimensions shall be either 8 inches by 48 inches for one line of motorist information or 12 inches by 48 inches for two lines of motorist information.
 - B. Lettering shall be 4 inch Highway Gothic, Type B. Only upper case lettering shall be utilized. Abbreviations may be used where appropriate. It should be noted that approximately 18 letters and spaces may fit on a single line of sign blank. No more than two lines of motorist information will be permitted.
 - C. Arrows shall be Type II as shown on the attached detail sheets.
 - D. Mounting Holes shall be 3/8 inch diameter and shall be drilled or punched in the sign blank as per the dimensions shown on the attached typical sign detail.
8. Delivery of Signs-

All off-site directional signs shall be packed with coated paper or liner such that the sign face is protected. Signs shall be delivered to the County Traffic Maintenance Shop, 409 Broadneck Road, Annapolis, MD 21401. Signs must be delivered between the hours of 8:00 A.M. and 3:00 P.M., Monday through Friday, excluding County holidays. Phone 222-1940 for further directions to the shop.

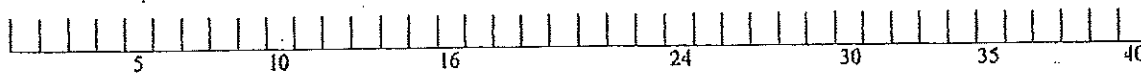


DIMENSIONS (INCHES)						
TYPE	A	B	C	D	E	F
I	2 5/8	3	5 1/4	3/8	1/2	5
II	2	2 5/16	4 1/16	5/16	3/8	2 1/2

TYPICAL ARROW DETAILS

TO BE COMPLETED BY OFFICE OF PLANNING AND ZONING PERSONEL ONLY

Approved Sign Message - Enter complete sign message (letters, symbols, and spaces) on the line below. Signs shall be sized (one or two message lines) as indicated.



One Message Line ← Number of Lines to be Determined by Sign Manufacturer According to Letter Spacing → Two Message Lines

Approved Signs - Indicate Number of Approved Signs in Each Category

Principal Signs (Arterial/Major Highways)			Additional Signs (Local/Collector Roadways)		
Left Arrow	Straight Arrow	Right Arrow	Left Arrow	Straight Arrow	Right Arrow

Reviewed By _____

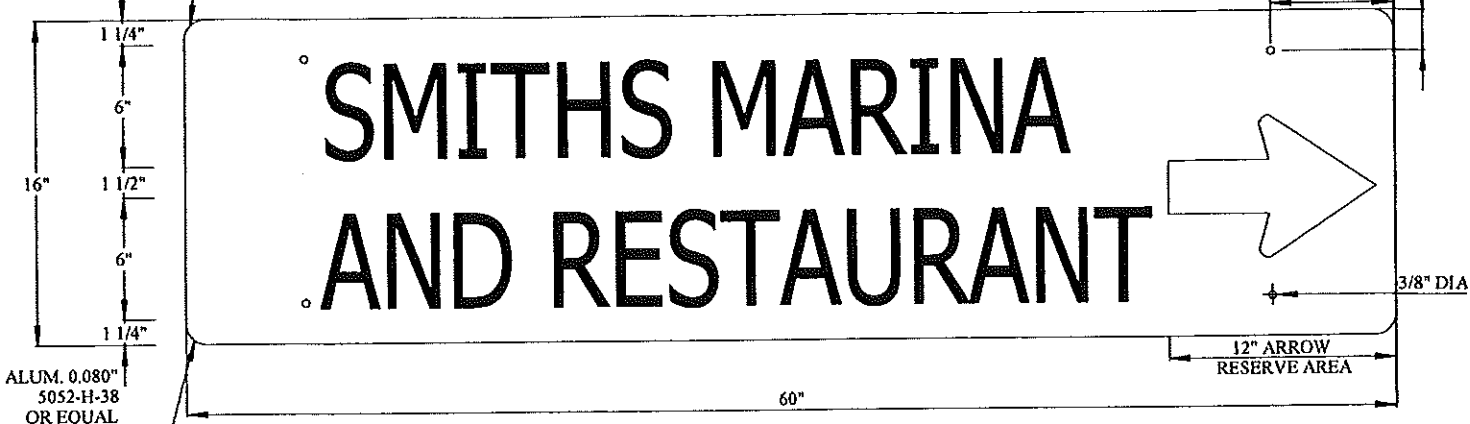
Traffic Engineering

TYPICAL SIGN DETAILS

Drawn By: NAF

Date: 05-31-2005

3/8" DIA. (TYP.) ARTERIAL OR MAJOR HIGHWAY SIGNING (TYPE I ARROW) 2"



COLLECTOR OR LOCAL ROADWAY SIGNING (TYPE II ARROW) 2"

