



February 23, 2024

Anne Arundel County Maryland  
Permit Center  
2664 Riva Road  
Annapolis MD 21401

RE: 7549 Harmans Road, Harmans, MD 21077 / B02421552

Letter of Explanation

Dear Review Board,

We are requesting a Variance for approvals on our sign permit on proposed signage replacement at the property located at **7549 Harmans Road, Harmans, MD 21077**. This property is now owned by GLP.

Reason for denial:

The sign permit application has been reviewed in the Permit Center for compliance with the Anne Arundel County Code, Article 18, Section 3 and the following comment(s) must be addressed prior to permit issuance:

In accordance with Article 18-3-303 (c) Location. A sign shall be located within the lot lines of the use to which it refers.

In accordance with Article 18-3-308 (b) Identification signs. A business complex may have:

(1) Identification signs for the name of the business complex.

(2) Identification signs for the name of a tenant.

The logo is considered "off-site advertising". The logo cannot be permitted unless the logo is for the actual tenant in the building.

It is important for delivery drivers to be able to identify the building location and its address markers from the roadway and upon entry into the lot.

We appreciate your attention to this and feedback accordingly.

Regards,

Jeanne M Dubil

121 New Britain Blvd.  
www.cimanetwork.com  
Chalfont, PA 18914

office: 267.308.0575  
toll free: 888.355.cima



**SITE: BWI45**  
 7549 Harmans Road  
 Harmans, MD 21077



**workscape**

#	DESCRIPTION	DATE
1	New Illuminated Character Signs	1/19/21
2	Address Numerals	7/24/21
3	Body Door Numerals	7/10/21
4		
5		
6		
7		
8		
9		
10		
11		

**document approval**

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

ADDRESS/AC: \_\_\_\_\_

PER: APPROVED: \_\_\_\_\_

**note**

The drawing is based on the following code information:

W: Wall Signage  
 F/S: Freestanding Signage  
 F/S: The area of the Freestanding sign may not exceed the LESSER OF 250 sq ft or 1 sq ft per LF of road frontage.

For general information, please contact the person responsible for issuing permits to CIMA in the city of Baltimore. All the existing structures of the building will remain. A total of 100 sq ft of signage is proposed on the building facade. The signage will be located on the building facade. The signage will be located on the building facade. The signage will be located on the building facade.

EA Designer: J. Dubil, Project Manager: [esacmelester@cimanetwork.com](mailto:esacmelester@cimanetwork.com)



**revisions**

Rev #	Date	By	Description
1	10/6/20	GC	Review per permit requirements
2	11/2/20	JAD	Create F&S package
3	11/2/20	JAD	Revisions to F&S package
4			
5			
6			
7			
8			

**code**

This drawing is based on the following code information:

Wall: An establishment may have identification signs on not more than 3 facades, so long as the combined area of the signs does not exceed 12% of the area of each facade and the area of all signs does not exceed 400 sq ft. An establishment may have 2 identification signs at each service entry, so long as the area of each sign does not exceed 4 sq ft.

F/S: The area of the Freestanding sign may not exceed the LESSER OF 250 sq ft or 1 sq ft per LF of road frontage.

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Client: GLP Project Manager: J. Dubil



visibility study



1 Site Plan  
2 Scale: N.T.S.



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elevations



1 Site Plan



2 Front of Building: South/West Facing - Existing  
Scale: 3/32=1'-0"



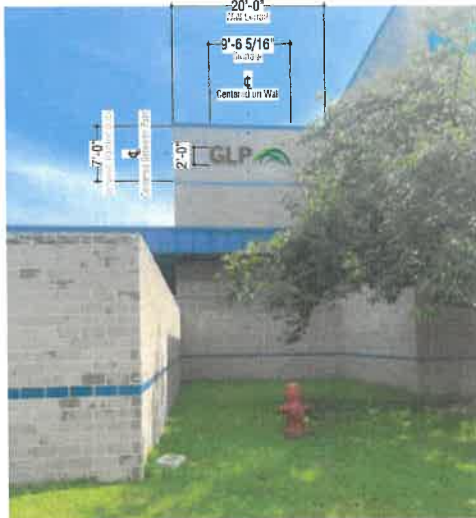
3 Front of Building: South/West Facing - Proposed  
Scale: 3/32=1'-0"

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**elevations**



1 Site Plan



2 Front of Building: South/West Facing - Existing  
Scale: 1/16" = 1'-0"



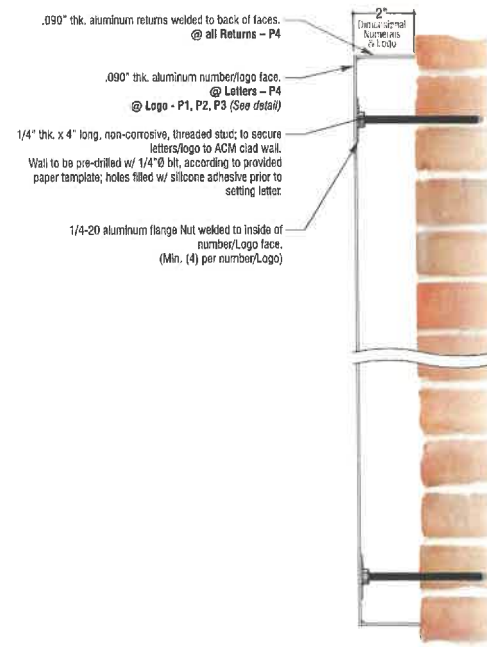
3 Front of Building: South/West Facing - Existing  
Scale: 1/16" = 1'-0"

**sign 1 - qty (1)**

**GLP-RC-G-24**



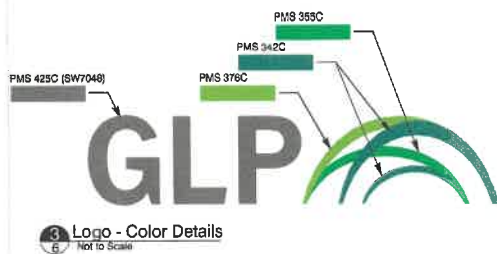
**1 Signage - Front View**  
 Scale: 3/4" = 1'-0"



**2 Signage - Section Detail**  
 Scale: 3/4" = 1'-0"

- finish specifications**
- P1 PMS 376C w/ satin finish
  - P2 PMS 342C w/ satin finish
  - P3 PMS 355C w/ satin finish
  - P4 PMS 425C w/ satin finish (to match Sherwin Williams SW7046)

- technical specifications**
- Signage Specifications:**  
 Square Footage: 42.9 sq. ft.  
 Approx. Weight: 47 lbs  
 Location: Exterior  
 Wall Composition: *(Tech Survey to Verify)*  
 • Brick wall



**3 Logo - Color Details**  
 Not to Scale

- Survey Notes:**
- Verify architectural construction and provide recommended method of installation for proposed signage.
- Sign Installer Notes:**
- Seal all penetrations in facade w/ appropriate sealant to meet wall construction & climate exposure.
  - Supply/utilize appropriate installation hardware to meet actual wall conditions; determined @ survey or time of install.

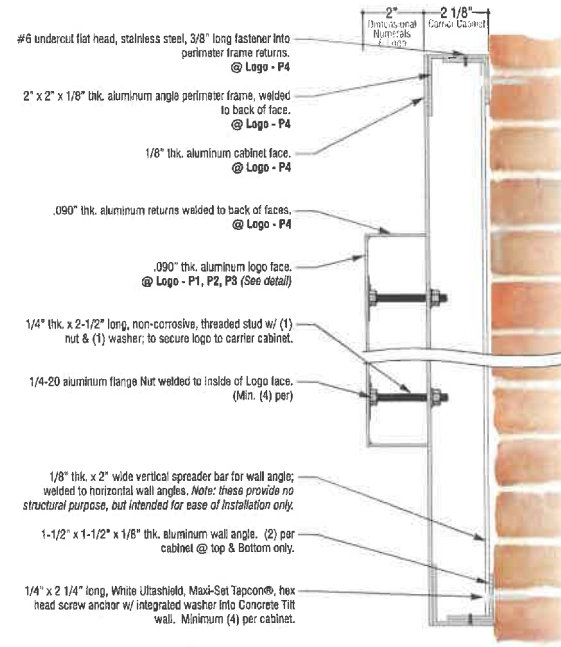
**sign 2 - qty (1)**

**GLP-RC-ADD-2**



**1 Signage - Front View**

Scale: 3/4" = 1'-0"



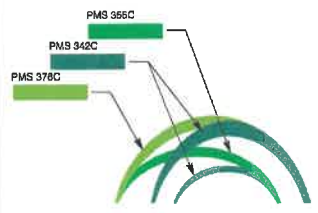
**3 Signage - Section Details**

Scale: 3/4" = 1'-0"

- finish specifications**
- P1 PMS 376C w/ satin finish
  - P2 PMS 342C w/ satin finish
  - P3 PMS 355C w/ satin finish
  - P4 PMS WhiteC w/ satin finish

**technical specifications**

- Signage Specifications:**
- Square Footage: 18 sq. ft.
  - Approx. Weight: 84 lbs
  - Location: Exterior
  - Wall Composition: *(Tech Survey to Verify)*
  - Brick wall



**4 Logo - Color Details**

Not to Scale

Engineer  
License No. X  
Building Code. X  
Basic Wind Speed  
Risk Category. X

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**Survey Notes:**

- Verify architectural construction and provide recommended method of installation for proposed signage.

**Sign Installer Notes:**

- Seal all penetrations in facade w/ appropriate sealant to meet wall construction & climate exposure.
- Supply/utilize appropriate installation hardware to meet actual wall conditions; determined @ survey or time of install.



Jeanne Dubil &lt;jdubil@cimanetwork.com&gt;

**Re: tenant fit-out permit requirement: Harmans and Curtis Bay, MD - GLP**

1 message

**Crystal Medina** <cmedina@handmsigns.com>

Fri, Dec 1, 2023 at 1:19 PM

To: Jeanne Dubil &lt;jdubil@cimanetwork.com&gt;

Cc: Martha Knight &lt;mknight@handmsigns.com&gt;, GLP &lt;GLP@cimanetwork.com&gt;

Hello Jeanne,

Please read the following comments left by AA Co. you will need this for your variance. It applies for both building permits.

Thanks,

Crystal

*Due on 11/07/2023, assigned  
to Diane Compton  
Marked as Revision  
Needed on 11/30/2023 by Diane  
Compton*

The sign permit application has been reviewed in the Permit Center for compliance with the Anne Arundel County Code, Article 18, Section 3 and the following comment(s) must be addressed prior to permit issuance:

In accordance with Article 18-3-303 (c) Location. A sign shall be located within the lot lines of the use to which it refers.

In accordance with Article 18-3-308 (b) Identification signs. A business complex may have:

**Comment:** (1) Identification signs for the name of the business complex.

(2) Identification signs for the name of a tenant.

The logo is considered "off-site advertising". The logo cannot be permitted, unless the logo is for the actual tenant in the building.

On Mon, Nov 27, 2023 at 3:34 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:

Thanks Martha - that makes sense. I will check back with him.

- Jeanne

On Mon, Nov 27, 2023 at 3:16 PM Martha Knight <mknight@handmsigns.com> wrote:

Hi Jeanne,

I had a great Holiday weekend. I hope you did too. I think that question is better asked to the County, possibly Donny or someone at that number you had called. I do know the reason you aren't allowed the signs and that they require a variance is because GLP is not a tenant there in the buildings where they want the GLP signs located. I do know that the separate addresses will require their own variance.

Thanks,

Martha Knight  
H & M Signs, 410-789-1640 Ext. 201, Cell 443-820-5290  
mknight@handmsigns.com



(I will be working remotely on Monday, Tuesday, Wednesday and Thursday you can reach me at 443-820-5290, my hours at the office on Friday are 5:30 am until 2:00 pm Eastern standard time)

On Mon, Nov 27, 2023 at 3:09 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Hey Martha - I hope you enjoyed your weekend.

We were asked to confirm whether we need multiple Variance applications or whether a single application can be submitted. Will the \$480 cover the (3) three signs that would require a variance? or will each sign need its own application?

Also - based on the code, what is the main factor requiring the Variance? number or size of signs?

Thanks,  
Jeanne

On Wed, Nov 22, 2023 at 5:42 PM Martha Knight <mknight@handmsigns.com> wrote:  
Jeanne ,  
That means the same-only the address numbers. The logo needs a variance. Thanks Martha

On Wed, Nov 22, 2023 at 3:33 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Martha.... does "alone" mean address numbers only without the logo or only the address panels are allowed?

On Wed, Nov 22, 2023 at 2:37 PM Martha Knight <mknight@handmsigns.com> wrote:

**Jeanne,**  
**She already answered the question about the GLP-it needs a variance. The address numbers alone are allowed.**

Thanks,

Martha Knight  
H & M Signs, 410-789-1640 Ext. 201, Cell 443-820-5290  
mknight@handmsigns.com

(I will be working remotely on Monday, Tuesday, Wednesday and Thursday you can reach me at 443-820-5290, my hours at the office on Friday are 5:30 am until 2:00 pm Eastern standard time)

On Wed, Nov 22, 2023 at 2:33 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Hey Martha - I guess we should be asking if the address panels "as proposed" are allowed. The below reads as "alone" and not with the logo.

Can we verify this? Also if we are replacing the Modlo sign for GLP will we still be required to apply for tenant fit out or variance?

Thanks!

On Wed, Nov 22, 2023 at 1:30 PM Martha Knight <mknight@handmsigns.com> wrote:

**Hi Jeanne,**  
**The address numbers are allowed. See Diane's email.**

Thanks,

Martha Knight  
H & M Signs, 410-789-1640 Ext. 201, Cell 443-820-5290  
mknight@handmsigns.com

(I will be working remotely on Monday, Tuesday, Wednesday and Thursday you can reach me at 443-820-5290, my hours at the office on Friday are 5:30 am until 2:00 pm Eastern standard time)

----- Forwarded message -----

From: **Diane Compton** <ipcomp23@aacounty.org>  
Date: Wed, Nov 22, 2023 at 1:25 PM  
Subject: Re: tenant fit-out permit requirement: Harmans and Curtis Bay, MD - GLP  
To: Martha Knight <mknight@handmsigns.com>

Hi Martha,

Yes, they are allowed the address number.

On Wed, Nov 22, 2023 at 12:27 PM Martha Knight <mknight@handmsigns.com> wrote:

Diane,

I am really surprised to see this email. I wish someone would have copied me. My customer wants to know if they are allowed the address numbers alone?

Thanks,

Martha Knight  
H & M Signs, 410-789-1640 Ext. 201, Cell 443-820-5290  
mknight@handmsigns.com

(I will be working remotely on Monday, Tuesday, Wednesday and Thursday you can reach me at 443-820-5290, my hours at the office on Friday are 5:30 am until 2:00 pm Eastern standard time)

----- Forwarded message -----

From: **Jeanne Dubil** <jdubil@cimanetwork.com>  
Date: Wed, Nov 22, 2023 at 12:14 PM  
Subject: Fwd: tenant fit-out permit requirement: Harmans and Curtis Bay, MD - GLP  
To: Martha Knight <mknight@handmsigns.com>

see below

----- Forwarded message -----

From: **Diane Compton** <ipcomp23@aacounty.org>  
Date: Wed, Nov 22, 2023 at 10:47 AM  
Subject: Re: tenant fit-out permit requirement: Harmans and Curtis Bay, MD - GLP  
To: Jeanne Dubil <jdubil@cimanetwork.com>

No, you do not have to have a permit denial. Just submit the approval from Planning & Zoning when you do your revision for the sign.

Thank you,

On Wed, Nov 22, 2023 at 8:57 AM Jeanne Dubil <jdubil@cimanetwork.com> wrote:

Thank you Diane.

I spoke with Donny in Planning and Zoning and he provided me with the information around Variances.

Do you know if we need to have a permit denial prior to our variance application?

Thanks,  
Jeanne

On Wed, Nov 22, 2023 at 8:16AM Diane Compton <ipcomp23@aacounty.org> wrote:  
Please contact the Office of Planning & Zoning's Zoning Division at 410-222-7437 for information on the variance process. Once an approved variance has been obtained, please submit a copy directly to the reviewer listed below, either by email or in person.

On Tue, Nov 21, 2023 at 5:26 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Hi Diane - checking back with you on the below questions.

Thanks,  
Jeanne

On Thu, Nov 16, 2023 at 1:25 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Hi Diane,

Thank you for this information. Does this mean the 'tenant fit out' application is not required here? And in order to propose our package we would need to apply for a variance?

Can you forward your variance application and let me know the fee and hearing schedule?

Much Appreciated,  
Jeanne

On Thu, Nov 16, 2023 at 12:36 PM Diane Compton <ipcomp23@aacounty.org> wrote:  
Hi Jeanne,

Sorry for the delay in responding regarding the owner sign. Below is the corresponding information:

In accordance with Article 18-3-303 (c) Location. A sign shall be located within the lot lines of the use to which it refers.

In accordance with Article 18-3-308 (b) Identification signs. A business complex may have:

- (1) Identification signs for the name of the business complex.
- (2) Identification signs for the name of a tenant.

The name cannot be permitted, unless it is the actual tenant in the building or name of the building complex.

Please contact the Office of Planning & Zoning's Zoning Division at 410-222-7437 for information on the variance process. Once an approved variance has been obtained, please submit a copy directly to the reviewer listed below, either by email or in person.

Let me know if you have any further questions.

Thank you,

On Wed, Nov 15, 2023 at 8:53AM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Diane - can you call me to review this please: 267-245-8423

Thank you,  
Jeanne

On Wed, Nov 15, 2023 at 8:43AM Diane Compton <ipcomp23@aacounty.org> wrote:  
The review is 10 business days but revisions can obviously make the process take longer.

On Wed, Nov 15, 2023 at 8:42AM Diane Compton <ipcomp23@aacounty.org> wrote:  
A tenant fit-out is required for all new tenants by Anne Arundel County. The final result is to get a "Certificate of Occupancy" after final inspections. The floor plan does not have to be engineer stamped.

Thank you,

On Wed, Nov 15, 2023 at 8:20AM Jeanne Dubil <jdubil@cimanetwork.com> wrote:  
Hi Diane.

Can you verify if this is something that is required to be submitted by the owner/LL? Do they require sealed engineered drawings? If this is the equivalent of a building permit, is it needed for a sign rebrand?

These are things I am looking for answers to as we need the owner to understand what we are asking them to do. Is there an estimated timeframe we should expect in order to receive approvals in order to have our sign permit reviewed and approved?

Thank you,  
Jeanne

\*\*Drawing examples attached

On Wed, Nov 15, 2023 at 8:14AM Diane Compton <ipcomp23@aacounty.org> wrote:

Good morning,

The following information below is for applying for a tenant fitout:

**Please Note:** If you are applying online using the Land Use Navigator system, you will enter application information online for the selected permit. Any additional applications, worksheets, or plans required will need to be uploaded to the system as attachments and can be downloaded below. Certain documents listed below may not be required for every project.

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If you are submitting in person or by mail and have plans that exceed 11x17 inches, refer to the list of copies required.

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### **Building Permit Application**

A Non-Residential Tenant Improvement Permit is considered a Building Permit. If you are submitting in person or by mail, please

download the application below. If submitting using the Land Use Navigator, you will enter application information online  
Download Copy

### Construction Plans

Construction plans must be drawn to a recognized architectural scale and show the dimensions, type of materials to be used and depict how the structure will be constructed.

### Parking Plan

A drawing that depicts required parking spaces for a proposed use of tenant space. This may be shown on the site plan.

The submittal states "Construction Plans" but an accurate floor plan would be considered "construction plans. Please feel free to call me if you have any further questions.

Thank you,

On Tue, Nov 14, 2023 at 4:09 PM Jeanne Dubil <jdubil@cimanetwork.com> wrote:

Good afternoon Diane,

We are working with an expeditor to secure sign permits for two locations:

7549 Harmans Road	Harmans	MD
7629 Gambrills Cove Road	Curtis Bay	MD

We are being told that we cannot move forward unless our client/LL obtains a tenant fit out permit. I have tried to contact someone from your department numerous times. We need to understand what is being asked in order to have the client/LL provide this for us to continue with our permit review.

✓ Zoning Review

Due on 11/07/2023, assigned to Diane Compton  
Marked as Revision Needed on 10/26/2023 by Diane Compton

An issued new tenant fit-out permit is required prior to sign permit approval. Please notify the reviewer listed once the tenant fit-out permit has been obtained.

Comment: All revisions must be submitted through the online Land Use Navigator system at: [aacounty.org/LUN](http://aacounty.org/LUN), or in person at the Permit Center.

For questions regarding these comments, please contact: Diane Compton at 410-222-4874 or [lpcomp23@aacounty.org](mailto:lpcomp23@aacounty.org).

Additional Information:

Reviewer Phone Number 410-222-7730

Please let me know what information is required. Is this necessary if we are only rebranding and not performing any construction work?

Please call me to review: 267-245-8423

Thank you,  
Jeanne



**Jeanne Dubil | Associate Project Manager**

Cima Network Inc. | Building Brands Together

121 New Britain Blvd. Chalfont, PA 18914

o:267.308.0575 ext. 8423 |  
d:267.245.8423 |  
c:267.992.2947



--  
**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**

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**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**

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**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**


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**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**

--  
**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**

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12/8/23, 3:45 PM

CIMA Mail - Re: tenant fit-out permit requirement: Harmans and Curtis Bay, MD - GLP



**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**

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**Diane Compton**  
**Anne Arundel County**  
**Inspections and Permits**  
**410-222-4874**  
**ipcomp23@aacounty.org**

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**Crystal Medina**  
H&M Signs  
700 N. Hammonds Ferry Rd.  
Linthicum, MD 21090  
Office 410-789-1640 Ext.209