



Department of Permitting Services
255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240) 777-0311
Fax (240)-777-6262
<http://www.montgomerycountymd.gov/permittingservices>



Procedure for Sign Variance Application

Sign Variance Checklist

1. Complete the sign variance application.
2. Provide a detailed drawing of the proposed sign. (5 copies)
3. Provide a scaled elevation drawing of the building if the proposed sign is a wall sign (5 copies). Show the exact location of the sign on the building.
4. Provide a site plan of the subject property (5 copies). Show the location of the proposed sign. Indicate the distance from the property lines for a freestanding sign.
5. Provide current photographs of the subject property including the area surrounding the property. Photographs shall be a minimum 4x6 inches in size, labeled as to the views shown and secured in a portfolio format. (5 copies)
6. Complete a sign permit application for each proposed sign.
7. Submit the required fee with the application. (See website for fees)
<http://permittingservices.montgomerycountymd.gov/DPS/building/SignPermit.aspx>
8. Upon DPS review and acceptance of the sign variance application and required documentation, a hearing date will be set by the Department of Permitting Services.
9. Obtain and furnish a copy of the tax map of the area where the subject property is located. Indicate on the tax map which properties are contiguous and opposite the subject property. A copy of the tax map and property owner information can be obtained from the Maryland Department of Assessments and Taxation at 30 West Gude Drive, Rockville, Maryland.
10. Complete the **Notice of Sign Variance Hearing** form and send to property owners contiguous and opposite the subject property. Also, notify the citizen's association for the area where the subject property is located. In addition, M-NCPPC must be notified if the proposed sign is located on a property subject to a site plan agreement. **Notification must be completed at least 15 days prior to the hearing.**
11. Furnish a completed **Certification of Notice to Affected Parties** form, copy of the **Notice of Sign Variance** form, and a copy of the tax map to the Department of Permitting Services **at least 15 days prior to the hearing.**