



City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
Phone: 301-722-2000, ext. 5600 • Fax 301-759-6432 • complaints@cumberlandmd.gov

SP # _____

SIGN PERMIT APPLICATION

Application Date: _____

- Project Location _____ Property ID # _____ - _____
found on deed or view: www.sdat.dat.maryland.gov / Real Property Search
- APPLICANT: Name _____ Phone _____
Address _____ Email _____
- CONTRACTOR: Name _____ Phone _____
Address _____ Email _____
Contractor's MD License Number _____ Fax _____
- Description of Project _____

- Estimated Cost of the project \$ _____ Total Square Footage of Sign(s) _____
- Attach a Scaled Drawing of Proposed Sign with scale legend and showing all the following: *(sample available)*
 - Type of Sign(s) - Flush Mounted, Window, Free-Standing, Illuminated, Non-illuminated, etc.
 - Dimensions Materials Color Scheme
- Attach a Scaled Facade Drawing including a scale legend and showing: *(sample available)*
 - Location of Proposed Sign(s) Indicate Existing Signs with Sizes
 - Width, Depth, and Height of Structure
- Attach a Scaled Site Plan if applicable.
- Attach Electrical Information if applicable.
- Complete Electrical Permit applications, when applicable. *(no fee)*
- Complete an Affidavit Form for Electronic Changeable Copy Sign, if applicable. Available from City staff & online.
- Complete City's 4 page Inspection Checklist when subject to Building Codes permit process. Available from City.
- Is this a new business or change of address for a business? Yes No. **If yes, an Occupancy Permit is required.**
- Is property located in a locally zoned historic district? Yes No
 - If yes, apply for a Certificate of Appropriateness**, subject to Historic Preservation Commission Approval and historic guidelines are applicable (available for review on City website).
- Pay a non-refundable **Sign Permit Filing Fee** of **\$15.00** plus **.50/square foot** of sign area (rounded off to nearest whole number). Payable upon application.
- Schedule an inspection of the final project with a City Code Compliance Officer, 301-759-6455 or 301-759-6659.

Do not begin work until an approval is received from the City of Cumberland.
A signed and stamped 'approved' form is required for application to be considered complete.
This will be sent to you upon approval of the department manager or designated representative.

Please note that issuance of a sign permit is subject to appeal within 30 days from date of posting of the sign permit on the property. An appeal could result in the rescission of the sign permit. Any construction work undertaken by the applicant or his/her designee within the appeal period or prior to resolution of any appeal that may be filed within the appeal period is undertaken at the sole risk of the applicant.

Applicant's Signature _____ Date _____

To apply online go to citizenserve.com/Cumberland

AFFIDAVIT – ELECTRONIC CHANGEABLE COPY SIGN

Date: _____

Sign Permit Application # _____

Business Name: _____

Sign/Business Physical Location: _____

Mailing Address, if different _____

Phone Number _____ Email _____

**Cumberland City Code
Chapter 25 - Zoning
Article XIV. - Sign Control Provisions
Section 25.404 - General Sign Regulations**

“(u) All electronic changeable copy signs shall comply with the following minimum requirements:

- (1) Electronic changeable copy signs shall be permitted only as a freestanding sign, low ground (monument) sign, or a parallel (mounted) wall sign in those zoning districts where specifically permitted and only in full compliance with the applicable dimensions and height specified respectively for each type of sign within the applicable zone. However, not more than one (1) electronic changeable copy sign shall be permitted in any chosen form on an individual lot of record. Since electronic changeable copy signs permit wide flexibility in message font size and the number of individual messages that may be displayed over time not easily or conveniently obtained through alternative non-electronic message sign types, increases in the permitted number and/or maximum sign (display) area dimensions of electronic changeable copy signs shall not be approved by the zoning administrator or the board of zoning appeals.
- (2) All electronic changeable copy signs shall be programmed to ensure that each individual display message shall remain in static (non-moving, non-scrolling, non-streaming video, or non-changing) display for not less than eight (8) consecutive seconds before transitioning to a different display message. Any background image accompanying a message shall remain static with the wording and shall not emulate any form of motion or movement. The transition between individual messages shall occur through a gradual fade out of the preceding message and a gradual fade in to the subsequent message with no image overlap of not less than two (2) consecutive seconds, resulting in a complete individual message cycle of not less than ten (10) consecutive seconds. No flashing or simulated animation of any message or portion thereof (with the limited exception of authorized time and temperature displays) shall be permitted on an electronic changeable copy sign. Any and all background or text color patterns associated with a display message shall remain static an unchanging during each message display cycle.
- (3) Where an electronic changeable copy sign shall include a time and temperature display, said time display shall be in numeric hours and minutes only (not utilizing an animated clock face) and said temperature display shall be in numeric Fahrenheit and/or Celsius readings only. The time and temperature messages shall be allowed to change only as necessary to ensure reading accuracy and may be displayed either as part of each static individual message or as separate messages in the display cycle. The time and temperature shall be displayed in a fixed location on the display area during each programmed display cycle.
- (4) The sign shall be equipped with photosensitive equipment that is programmed to automatically adjust the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. Maximum brightness levels for electronic changeable copy signs shall not exceed five thousand (5,000) nits (a standard unit measure of luminance) when measured from the sign's face at its maximum brightness, during daylight hours, and five hundred (500) nits when measured from the sign's face at its maximum brightness between dusk and dawn, i.e., the time of day between sunrise and sunset.

- (5) All letters, numbers, or other typographical symbols displayed on an electronic changeable copy sign shall be of a size that is fully legible and distinctly discernible from any associated background image or colors by a person with 20-20 full color visual acuity at a distance of not less than two hundred (200) feet from the sign.
- (6) Each electronic changeable copy sign shall be programmed or set in a manner such that the display will turn dark and emit no light or shut down in case of a malfunction.
- (7) Prior to approval of a permit to install/erect an electronic changeable copy sign on a property, the property owner and the owner of the proposed sign (if they are not one and the same individual) shall sign an affidavit attesting to and affirming their full and complete understanding of the aforementioned specific requirements and their consent to remain in full compliance with them. An original of said affidavit shall be attached to the issued permit and retained in the city's files."

Property Owner [print] _____

Owner of the proposed sign [print] _____

The above person(s) attest to and affirm(s) full and complete understanding of the aforementioned specific sign regulation requirements and consent to remain in full compliance with them. I certify that the information provided on this form is true and correct.

Property Owner
 Signature _____
 Date _____

Owner of Proposed Sign
 Signature _____
 Date _____

I certify the above signatures are the true and genuine signatures of such persons.

Witness _____

Date _____



State of Maryland / Allegany County

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