



**THE COMMISSIONERS OF ST. MICHAELS**

OFFICE OF CODE ENFORCEMENT, PLANNING AND ZONING

300 MILL STREET

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INCORPORATED 1804

**TOWN OF ST. MICHAELS  
SIGN PERMIT APPLICATION FOR  
PUBLIC EVENT SIGN PERMIT**

The Commissioners of St. Michaels recognizes that there are functions conducted in the municipality that contribute to the small-time charm and character of the Town that may require signage not specifically set forth in this chapter applicants for such functions shall supply the following information as set forth in Chapter 340 Zoning, Subsection 40 Signs. Therefore, such applicants for such events shall submit the following application to Codes Enforcement Officer for temporary signage or to the Commissioners of St. Michaels for their consideration and approval as part of a full public event application.

The following information is required:

Business and/or sponsoring the function: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

The number, type and location  
of the proposed signage: \_\_\_\_\_

*Please attach a drawing of the signage proposed and map of sign locations (if other than property location or if multiple signs are proposed).*

Type(s) of Signage (circle all that apply based on provisions below):

*Community sponsored event sign*

*Temporary Signage*

*Festival or community sponsored functions*

*Charitable fundraising activities or special events for which signage is proposed to be located on utility poles.*

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_ Date: \_\_\_\_\_

Commissioners of St. Michaels

\_\_\_\_\_ Date: \_\_\_\_\_

Zoning Inspector/Codes Enforcement Officer

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FOR OFFICE USE ONLY

Permit No.: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee(s): \_\_\_\_\_

Expiration: \_\_\_\_\_

Other approvals: \_\_\_\_\_

Chapter 340-40, Section 11: *Community sponsored event sign*

Notwithstanding the prohibition of off-site signs as set forth in this article, one community sponsored event sign is permitted at, or near, each of the north and south entrances to the Town along Talbot Street.

(a) A community sponsored event sign:

[1] Shall be freestanding and permanent, and compatible in design, size, height, material and lighting with the existing "Welcome to St. Michaels" sign.

[2] Shall display the St. Michaels logo.

[3] May include up to three interchangeable signs, each of the same shape and size. Each individual sign shall identify the name of the event, the location, times and dates and any other information visitors would find useful, provided it does not become too cluttered for the average motorist, passing at the posted speed limit, to read easily.

[4] Prior to the placement of the individual event signs, review and approval shall be obtained from the Commissioners or their designated assignee.

[5] With the written consent of the property owner, may be placed on private property.

[6] With the written consent of the adjacent property owner, and provided the conditions in Subsection B are met, may be placed within the state highway right-of-way.

(b) Identification of the person(s) and or organizations or groups responsible for the erection and maintenance of the sign shall be approved by the Commissioners prior to the issuance of the required zoning certificate.

Chapter 340-40, Section 15: *Temporary Signage*

(15) Temporary signage.

(a) Commercial public event signs.

[1] Commercial directional or informational signs advertising events shall:

- [a] Not exceed 10 square feet in area per side, with a maximum of two sides;
- [b] Not be displayed more than seven days prior to the event;
- [c] Be removed not more than five days after the event;
- [d] Be limited to one on-premises sign per event; and
- [e] Be limited to six public event signs per calendar year.

[2] The maximum length of time for each permitted event shall not exceed 20 days.

[3] Permit issuance.

- [a] Prior to erecting a commercial public event sign, a permit shall be obtained for each sign.
- [b] The application fee shall be that set out in the Administrative Fee Schedule approved by the Commissioners and amended from time to time.
- [c] The Zoning Inspector shall issue the permit within three days of receiving the application.
- [d] Each day that a sign is erected in violation of this subsection is a violation of this chapter pursuant to Article XIV (Violations and Penalties).

(b) Noncommercial public information event signs.

[1] Directional or informational signs advertising events sponsored by bona fide civic, nonprofit, charitable, or fraternal organizations shall:

- [a] Not exceed 10 square feet in area;
- [b] Be considered temporary;
- [c] Not be displayed more than seven days prior to the event; and
- [d] Be removed not more than five days after the event.

[2] The number of signs shall be limited to three per event.

[3] Only in the case where an applicant does not have fixed premises from which to operate, a public information event sign may be erected as an off-premises sign on private property with the written permission of the property owner.

[4] Permit issuance.

[a] Prior to erecting a noncommercial public event sign, a permit shall be obtained for each sign.

[b] The application fee shall be that set out in the Administrative Fee Schedule approved by the Commissioners and amended from time to time.

[c] The Zoning Inspector shall issue the permit within three days of receiving the application.

[d] Each day that a sign is erected in violation of this subsection is a violation of this chapter pursuant to Article XIV (Violations and Penalties).

[5] Length of event. The maximum length of time for display by any party or any group of parties of noncommercial public event signs is 120 days in any one-year period.

#### Chapter 340-40, Section 17: *Festival or community sponsored functions*

The Commissioners of St. Michaels recognize that there are functions conducted in the municipality that contribute to the small-time charm and character of the Town that may require signage not specifically set forth in this chapter. Applicants for such functions shall submit a request to the Commissioners for their consideration and approval which contains the following information:

- (1) The type of function.
- (2) The duration of the function.
- (3) Those businesses and organizations sponsoring the function.
- (4) The number, type and location of proposed signage.
- (5) A temporary sign permit may be authorized only upon the favorable finding of the Commissioners.

Chapter 340-40, Section 18: *Charitable fundraising activities or special events for which signage is proposed to be located on utility poles.*

(a) The Commissioners of St. Michaels recognize that there are charitable fundraising activities or special events conducted in the municipality that support community needs and benefit from signage, not specifically addressed in this chapter. Such events and community-sponsored functions may, but do not necessarily, include fundraising or other charitable events.

(b) The Commissioners, in order to continue their support of these unique fundraising activities or special events, are requiring the applicants to provide the following for their review:

[1] Completed application providing:

[a] The applicant's address and contact information. The fundraising organization must be a nonprofit or be sponsored by a nonprofit or the Town.

[b] If applicable, the name, address and contact information of the sponsor.

[c] The name, address and contact information of individual(s) responsible for posting of the signs.

[d] The type of activity and purpose.

[e] The number, type and location of proposed signage. Individual signs cannot exceed four square feet (576 square inches). No portion of the sign shall be less than eight feet off the ground.

[f] Acknowledgment that signs will not contain advertising. The name of a business can be used, but no advertising for a business is permitted.

[g] Acknowledgment that signs will not contain negative or inflammatory messages.

[2] Documentation that the fundraising organization is a nonprofit or is sponsored by a nonprofit or the Town. Fundraising, which may include fundraising for a specific cause, must benefit the local community.

[3] The applicant shall acknowledge that he or she and the group or organization that he or she represents shall comply with all applicable laws and regulations, including but not limited to the Maryland Solicitations Act.[2]

[2] Editor's Note: See Title 6 of the Business Regulation Article of the Annotated Code of Maryland.

[4] Dates on which the signs will be installed and the date of removal. Such signage will only be permitted on utility poles along Talbot Street during the months of September through April, with the following limitations:

[a] Promotion of a specific event for 21 days prior to the event with removal 48 hours after the event.

[b] Fundraising activities unrelated to a specific event for no more than 30 days or at the discretion of the Commissioners.

[c] Permits may be applied for beginning on December 1 for the next calendar year.

(c) Permit approval will be at the sole discretion of the Commissioners.