



STATE HIGHWAY ADMINISTRATION

State Highway Administration
707 N. Calvert Street, M - 201
Baltimore, MD 21202
(410) 545-2819

APPLICATION FOR SIGN TAG PERMIT

**PLEASE DO NOT SUBMIT YOUR
FEE
WITH THE APPLICATION**

SHA 63.60-Revision 11/2017
IMPORTANT: Application cannot
be processed unless all requested
information is furnished.

STATE HIGHWAY
ADMINISTRATION

DATE: _____

We, the Undersigned, hereby make Application for Permission to Erect an Advertising Sign Along the State Highway System.

Fed Id #: _____

(PLEASE PRINT ALL INFORMATION)

NAME OF SIGN OWNER _____

NAME OF AGENT SECURING PERMIT _____

BILLING ADDRESS _____

CITY, STATE, & ZIP+4 _____

BUSINESS PHONE (____) _____ E-mail address: _____

EXACT LOCATION OF SIGN (Include street address, State Route No., distance to the nearest intersecting road, and GPS coordinates – if available.)

COUNTY _____

TAX MAP NO. _____ GRID _____ PARCEL No. _____

"Attach plat showing the area within 500 feet of the proposed sign, the location of the sign with reference to the boundaries of any State highways and the relative location of any intersection at grade of the State highway with another highway or with a railroad. Please sign and return original and duplicate copies. See reverse side for additional instructions and regulations.

We certify that all signs comply with all legal requirements as well as rules and regulations promulgated by the Administration. We have also read the back of this application and agree to all terms and conditions.

APPLICANT _____ (Signature) _____ (Date)

LOCAL ZONING AND BOARD APPROVAL: (Circle One)

Sign will be located within:

Zoned or Unzoned Commercial Area County: _____

Zoned or Unzoned Industrial Area Building Permit No.: _____

Zoned or Unzoned Agricultural or Residential

Acknowledgement is hereby made that the sign(s) will be erected in compliance with all county regulations. Please include a copy of your city/county building permit with the application.

APPROVED _____ (Zoning Board Signature) _____ (Title)

PRINT NAME _____

PLEASE PRINT OR TYPE

LAND OWNER _____
ADDRESS _____
CITY, STATE & ZIP _____
TELEPHONE _____
LAND OWNER: By your signature: (1) you agree to be responsible for removal of this sign without any expenses to the State within 15 days after being served with notice that it has become illegal or abandoned; and (2) if you do not remove this sign within the time provided, as set forth herein, you authorize the State to enter upon your property to remove the sign and collect from you all costs incurred in removing said sign.

(Signature) _____ (Date)

TYPE OF SIGN (Circle One)

- 1. Single Face - Tag (1)
- 2. Single Face - Back to Back - Tags (2)
- 3. Double Face - Facing Same Direction - Tags (2)
- 4. Double Face - Back to Back - Tags (4)
- 5. V-Type - Tags (2), (3) or (4)

MATERIAL USED TO CONSTRUCT - SIGN _____ SUPPORT _____

DIMENSIONS OF ADVERTISING SURFACE OF EACH FACE:
LENGTH _____ HEIGHT _____ SQ. FT. _____

ILLUMINATION No Yes

DISTANCE FROM GROUND TO TOP OF SIGN _____

FOR SHA USE ONLY

GPS LOCATION _____
SITE INSPECTED _____ FINAL INSPECTION _____
SIGN INSPECTOR _____
DIVISION CHIEF/ORE _____
SIGN TAG NUMBERS ISSUED _____
 FAP FAS INTERSTATE/EXPRESSWAY NATIONAL HWY. SYSTEM
DATE ISSUED _____
SHA FILE REF. NO. _____

SHA SIGN PERMIT TAG(S) MUST BE SECURELY ATTACHED ON ROAD SIDE OF SIGN. AT ALL TIMES. NAME AND ADDRESS OF SIGN OWNER MUST BE PLAINLY DISPLAYED ON SIGN. PLEASE READ THE BACK OF THIS APPLICATION FOR FURTHER INFORMATION.

***THE SIGN TAG PERMIT FEES ARE AS FOLLOWS:**

\$1.00 FOR EACH ADVERTISING FACE (EACH SIGN FACE REQUIRES AN SHA SIGN PERMIT TAG)

All sign permits and licenses expire on April 30th each year. All renewal fees must be paid May 1st. After October 1st, the Administration may remove a structure for which the renewal fee is not paid, according to Sections 8-748 & 8-749, of the Annotated Code of MD. Sign owners are also responsible for any removal costs incurred by SHA.

Section 8-708, of the Annotated Code of MD., requires anyone erecting, maintaining, or leasing outdoor advertising signs along a state highway, to also obtain an SHA Outdoor Advertising License. There is no charge for this license.

All out of state license and permit holders must file a \$1,000.00 surety bond with the State Highway Administration. The insurance company must send the original copy directly to SHA. Copies of the bond are not accepted!

Transfer of Sign Ownership: The sign owner must notify SHA through notarized documentation if the sign transfers ownership in the future. All parties must sign and agree to the transfer of the tag(s) and ownership.

Any person who violates any provision of Sections 8-701 thru 8-749 is guilty of a misdemeanor and on conviction is subject to a fine of \$500.00.

Section 8-721, of the Annotated Code of MD. requires that the name and post office address of the person, firm or corporation owning any billboard or structure of other advertisement or controlling the same for advertising purposes, shall be plainly inscribed thereon. In addition, the sign owner must notify SHA within 30 days, if the landowner changes in the future. Signs or other structures used for advertising purposes must plainly display metal permit tag issued by SHA on road side of structure. (60 days from date of this approved application, the sign(s) must be erected and SHA sign permit tag(s) attached. No sign may be erected prior to application approval.

No signs or advertising is permitted within or overhanging the State Right of Way Limits or property.

All signs or advertising locations must be approved by SHA prior to erection. In addition, all sign upgrades and relocations must be approved by SHA. **All location surveys expenses are the responsibility of the sign permit applicant.**

This application does not apply to Interstates/Expressways, where no advertising which is visible is permitted, except certain real estate, on-premise signs and historical markers which are permitted when approved, prior to erection by the State Highway Administration. Off-premise outdoor advertising signs are prohibited on some designated MD scenic byways.

No application for the issuance of sign permit tags will be considered by the State Highway Administration covering the erection of any billboard, structure, sign, poster or display advertising of any kind or nature whatsoever along the State Highway System and within County zoned areas; unless the erection thereof has been approved by the local Zoning Board of the County/City involved and the location thereof has been approved by the ORE Inspector and the Chief, of the Special Acquisitions Division, Office of Real Estate. Responsibility for securing these approvals rests with the applicant.

All site plans shall be carefully and competently prepared, and show the following:

1. All Property lines.
2. Road right-of-way lines.
3. Set back from right-of-way lines.
4. Location of structure on site. (Global Positioning System (GPS) location – if available)
5. Indicate all other off-premise advertising signs on the site.