



## CALVERT COUNTY BOARD OF APPEALS PUBLIC/ZOOM HEARING SIGN POSTING REQUIREMENTS

Your case will not be considered fully advertised, and the Board of Appeals may decide not to hear or take action on your request, if the property sign posting requirement is not met.

After your Board of Appeals application has been processed, you will be given a Public Notice Sign. The Board Staff may place the sign upon their site visit, otherwise, you must place the sign on your property as described below. If you are not given a sign, please ask for one. The Board of Appeals application fee includes the cost of one printed sign. If you need another sign for any reason, the charge is \$5.00 per sign.

Approximately two weeks prior to your scheduled hearing date, you will receive a letter notifying you of your case number, and the hearing date and time. The letter will also contain specific language regarding the nature of your appeal. The information on your sign should match the information contained in this letter (Hearing date/Hearing time/purpose of request).

Signposts must meet the height requirements noted below.

### SIGN POSTING PROCESS

1. Check with the Board of Appeals staff to ascertain whether you'll need to obtain a sign after filing your application, or if a sign will be placed by a County Employee prior to the required 10-day posting period.
2. The sign must be posted on the subject property at least 10 days prior to the scheduled public hearing.
3. The sign must be posted no more than 15 feet from the most traveled County, State or private road that serves the property. If no such road adjoins the property, then the sign must be posted in such a manner that allows it to be most readily seen by the public.
4. Purchase or construct a signpost that allows the bottom of the sign to be posted no less than 2 feet above ground level, and the top of the sign no more than 5 feet above ground level (approximately window height to an automobile).
5. Ensure that the sign includes the date and time of the hearing, the case number, and the correct description of the case.
6. The sign must remain continuously posted on the subject property until the Board has heard the case and a decision has been rendered by the Board.
7. You must sign and return the Affidavit of Sign Posting to the Board of Appeals staff prior to your hearing date. You may scan the completed, signed document and email it to the Board of Appeals Clerk before close of business the day before the hearing. Alternatively, you may place the original, signed document in the Planning & Zoning drop box located outside of the back door of our building at 205 Main Street (*accessed via Duke Street*) in Prince Frederick the day before your hearing date. Please email the Board Clerk at [Chris.Goldsmith@calvertcountymd.gov](mailto:Chris.Goldsmith@calvertcountymd.gov) to advise the Affidavit is in the box.



# Calvert County Board of Appeals Affidavit of Sign Posting

This form must be provided to the Board of Appeals staff on the day of your “in-person” hearing. Failure to present the signed Affidavit may result in postponement of the case. If the case is postponed for this reason, rescheduling of the hearing for the case will require an additional fee.

**Note:** Due to COVID-19, hearings are being held virtually. **While this continues, we ask that you return your completed Affidavit of Sign Posting by close of business the day before your ZOOM hearing in one of the following methods:**

- **Scan and email your completed, signed Affidavit of Sign Posting form to the Board Clerk at [chris.goldsmith@calvertcountymd.gov](mailto:chris.goldsmith@calvertcountymd.gov) or,**
- **Place the original completed, signed Affidavit of Sign Posting form in the P&Z drop box located outside of the back door to our office at 205 Main Street in Prince Frederick.**  
*\*If you chose this method, please email the Board Clerk to advise delivery of the document.*

Case Number: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Subject Property Address:

\_\_\_\_\_

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**I have posted the Board of Appeals sign on the above-named property in accordance with the Calvert County Board of Appeals requirements. The sign was posted at least 10 days prior to the hearing date and has remained posted until the hearing date.**

**I solemnly affirm under penalty of perjury that the contents of this affidavit are true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
(Name: Please Print)

\_\_\_\_\_  
(Signature and Date)