



## CALVERT COUNTY BOARD OF APPEALS PROPERTY 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.

When you file your Board of Appeals application, you will be given a sign to which your case information must be added. You must then 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. You must use the information contained in this letter to complete the sign.

Signposts must meet the height requirements noted below. Lusby Hardware on Main Street has agreed to carry signposts that meet these requirements. You may purchase one from them or you may construct your own.

### SIGN POSTING PROCESS

1. Obtain a sign from the Board of Appeals staff when you file your application.
2. Ensure that the sign includes the date and time of the hearing, the case number, and the correct description of the case.
3. 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).
4. Post the sign on the subject property at least 10 days prior to the scheduled public hearing. 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.
5. The sign must remain continuously posted on the subject property until the Board has heard the case.
6. You must sign and return the Affidavit of Sign Posting to the Board of Appeals staff on the day of the hearing.



# Calvert County Board of Appeals Affidavit of Sign Posting

**Note:** This form must be provided to the Board of Appeals staff on the day of your hearing. Failure to present the Affidavit may result in postponement of the case. If the case is postponed, rescheduling of the hearing for the case will require an additional fee.

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)