

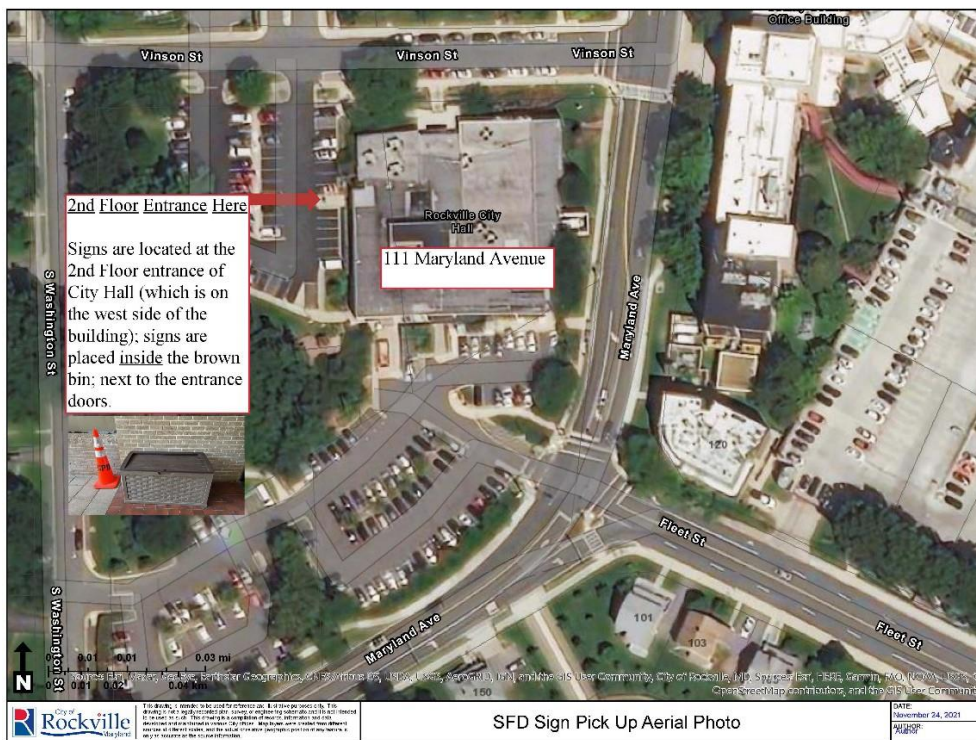


City of Rockville, Maryland
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Sign Posting Procedures - Single Family

When an applicant applies for a Single-Family Dwelling (SFD) permit, City Amendments require them to post a notification sign that a single-family dwelling application has been submitted. Below are the general procedures to be followed at time of application to permit issuance.

- Permit Technician will provide the applicant a sign (with information filled in), sign posting requirements and a blank *Affidavit of Sign Posting* form once the application has been accepted. You can also visit www.rockvillemd.gov/permit-inspections to obtain a copy of the sign posting form.
- Permit Technician will provide the applicant with the sign. While the office is closed and for after-hours pick-up of signs, see instructions below.



Single Family Sign Posting Procedures

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- The applicant will schedule a “sign verification” inspection via mygovernmentonline. The inspection shall be scheduled three days after the application is accepted.
- The applicant must post the sign within three days of the application being accepted for an SFD permit.
- Posting location is on the rear of the sign.
- The applicant must provide any material needed to post the sign.
- Signs may not be attached to trees.
- An inspector will verify the sign has been posted on the third day after the permit application has been accepted and then sign and date sign. Inspector will complete the inspection in MGO.
- If the “sign verification” inspection fails, the applicant must reschedule an inspection via mygovernmentonline.
- All SFD permits will have “sign posting affidavit received” priority listed. Permit Technicians will determine based on scope the need for this priority.
- Applicant will upload a copy of the “affidavit of sign posting” to mygovernmentonline through the customer portal no less than 30 days after verification inspection is completed.
- Permit Technician will verify compliance of the affidavit, and if acceptable mark completed.
- New subdivisions (in excess of 5 homes) will be exempt from posting these signs. Permit Technician can remove this requirement from the priorities if exempt.