



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

SIGN PERMIT APPLICATION\*
FOR SIGNS IN NON-COMMERCIAL DISTRICTS

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

APPLICANT:

Last Name: First Name: M.I.

Business Name:

Business License Number (UBI):

Physical Address of Proposed Sign(s):

Mailing Address: City: State: Zip:

Phone: Email:

Assessor's Tax Parcel Number of Property:

Subdivision Name: Block: Lot:

Property Owner (If Different than Applicant†):

Last Name (Entity/Business Name): First Name:

Mailing Address: City: State: Zip:

Phone: Email:

With my signature I acknowledge and give permission to the above named applicant to apply for this permit to make changes to my property and to complete any improvements upon my property as outlined in this application or as approved by the City of Leavenworth. Additionally, I hereby give my permission to named applicant, and any and all subsequent owners of the business named herein, to access any such improvements on my property in order to make repairs, perform general maintenance or make replacement as needed.

Signature:

Contractor:

Name:

Mailing Address: City: State: Zip:

Phone: Email:

License#: City Business License#:

Contact Person :

Name: Phone:

Number of signs included in this application:

\* This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

† If more than one property owner, please use additional sheets as necessary in order to provide information for each owner.

**REQUIREMENTS**

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

**FEES<sup>‡</sup>:**

- Application fee: **\$0**
- If Design Review Board review is sought for voluntary compliance with the Bavarian Theme in non-commercial zone districts, a consultation with the Board may be requested for no fee

**GENERAL INFORMATION:**

- Signs in non-commercial districts are subject to administrative review by Community Development Services Department staff to ensure compliance to Leavenworth Municipal Code 14.10, Signs. All sign applications for signage in the commercial zone districts are subject to review by Leavenworth’s Design Review Board and must comply with the Old World Bavarian Alpine Theme. You may also request Design Review Board review for signs in non-commercial zones if you want to voluntarily comply with the Theme.
- Please consult the Sign Code in **Chapter 14.10 of the Leavenworth Municipal Code** for complete information and requirements regarding signage. This information is also available online at [www.cityofleavenworth.com/design/htm](http://www.cityofleavenworth.com/design/htm) .
- All drawing(s) must be on paper capable of being folded for storage in an 8 ½” x 14” file, and become the property of the City of Leavenworth.
- **Include all of the following information and applicable drawings with your application<sup>§</sup>:**

Briefly describe your proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign material(s) and description (i.e. Hand carved and painted cedar): \_\_\_\_\_

Dimensions of sign: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Thickness: \_\_\_\_\_

Total square feet/inches of sign (if sign is double sided, provide square footage of one side only): \_\_\_\_\_

Total valuation of sign (REQUIRED): \_\_\_\_\_

Site plan. Provide two (2) copies and include the following information:

- For wall and projecting signs, an accurately scaled drawing or *current* photo of the **entire** building face to be signed, including the scaled outlines of all existing and proposed signs and measurements for building from end to end and from the sidewalk or ground-line to the building eave line, and from sidewalk or ground-line to roof-peak.
- For freestanding signs, an accurately scaled site plan, showing the locations of and measurements to structures, streets, signs, property lines, existing signs, etc.

<sup>‡</sup> Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application  
<sup>§</sup> In lieu of the application materials specified below, applicants may submit some items electronically. Please consult with Development Services Department staff before submitting electronically.

Type of Sign:

Wall

Projecting

Freestanding

Kind of Sign:

Single business

Incidental

Mural

Directional

Business listing

Other (Specify) \_\_\_\_\_

Connection method. Please check applicable option:

Sign will be painted directly onto wall

I, the applicant, have provided accurate details for connection methods of wall mounted, hanging, projecting or freestanding signs and provided samples or accurate pictures/illustrations of mounting materials and methods (i.e. size/kind/color of bolts, chains etc and how and where they attach – including where on the sign itself any bolts, screws etc are located) with this application

Colored rendition/drawings. Provide two (2) copies of each of the following:

Detailed, accurately colored, scaled drawing(s) of the proposed sign showing the lettering, any graphics, the sign type and materials, and mounting method (see above)

Lighting plan. Please check applicable option:

Sign is to be lit. I, the applicant have submitted the “Lighting Permit Application.” I have, or will, obtain electrical permits for wiring of indirectly lighted signs through the Washington State Department of Labor and Industries: (509) 886-6500.

Sign is not to be lit.

Sign lighting is pre-existing. I, the applicant, have included pictures of the existing lighting.

“I have read and understand the above application and have answered truthfully to the best of my knowledge.”

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_