



**City of Leavenworth**  
**DEPARTMENT OF DEVELOPMENT SERVICES**

**COMMERCIAL SIGN PERMIT APPLICATION\***

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

**Applicant** (the owner or person entitled to possession of the sign)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge.*

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

**Physical Address of Proposed Signage**

Address: \_\_\_\_\_

Assessor's Tax Parcel Number of Property: \_\_\_\_\_

**Property Owner** (if anyone other than the owner of the property is making application, the owner's signed and dated knowledge of and consent to the application must be provided)

Last Name (Business Name): \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*With my signature I, the owner of the above named property, 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 as part of this permit.*

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Sign Contractor / Erector**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License#: \_\_\_\_\_ UBI/City Business License#: \_\_\_\_\_

**Contact Person**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\* 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.

## IS A PERMIT REQUIRED?

All signs within the city are subject to the requirements of Leavenworth Municipal Code Chapter 14.10, Signs. Most business signage requires a permit and review and approval of the Leavenworth Design Review Board. Some signage within the City is exempt from the requirement to obtain a permit, but must still meet the provisions of the Code, including but not limited to size, placement, design, and other requirements. If you have questions on whether a permit is required, please contact Development Services Department staff at 509-548-5275.

For City staff to review signs exempt from permit requirements (no fee) and/or signs which may be approved administratively for change (for example change of location or change of verbiage - \$25.00 for permit revision), this form may be submitted to the City with one set of plans and materials. The signage must be compatible in design with the Old World Bavarian-Alpine theme unless specified within the Code. In determining compliance the following required provisions shall be considered:

1. Compliance with size, location, and number requirements of the Code;
2. The use of approved Old World Bavarian lettering;
3. The use of Baroque, Rococo, Classical, or Bavarian folk art elements (may be shape of sign, border, or other elements as determined by the City); and
4. The use of approved Old World Bavarian colors as determined by the Design Review Board by resolution.

View the Code, lettering, a portfolio of sign examples, and approved colors at <http://www.cityofleavenworth.com/city-government/boards-and-commissions/design-review-board/>

## TO OBTAIN A PERMIT

- **Submit your application.** See pages 3 and 4 for additional requirements.
  - **Complete the Application (see pages 1, 3 and 4 of this form) and include all of the required information, drawings, and fees with your application.** Applications that do not include all the required information, drawings, and fees will not be accepted as complete and may be returned to the applicant, which stops permit processing<sup>†</sup>. All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth. *Revised drawings or applications will not be accepted by the Design Review Board (DRB) before they are reviewed by staff.* Please make sure that the application is complete upon submittal and do not bring revised materials to the DRB meeting.  
**Fees<sup>‡</sup>:**  
First sign:.....\$75.00  
Each additional sign applied for at this time:.....\$35.00  
Revision to sign permit, administrative review.....\$25.00
  - **Apply at least 14-days prior to a regularly scheduled Design Review Board Meeting.** Prior to transmittal to the Design Review Board, Development Services staff prepares a report which verifies that the application is complete and compliant with the applicable sections of the Code regarding sign location, dimension, size and other applicable technical standards and specifications outside of Old World Bavarian-Alpine theme and posts public notice of the hearing.
- **Attend the meeting.** The applicant or a representative authorized to speak for the applicant (such as your sign contractor) is required to attend the DRB meeting in order for the application to be reviewed.
- **Call or email for assistance.** Please consult with Development Services Department staff at 509-548-5275, or [planner1@cityofleavenworth.com](mailto:planner1@cityofleavenworth.com) if you have questions or need assistance. The Design Review Board also welcomes you to consult with them during a regular meeting prior to submitting an application. Please call to be put on a meeting agenda!

<sup>†</sup> Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposed sign occurs, regardless if a decision of completeness has been made.

<sup>‡</sup> Fees are subject to change without notice.

**SIGN #** \_\_\_\_\_

Use this sheet (pages 3 and 4) to describe one sign only. Use additional sheets as necessary for more than one sign.

**Proposal**

Briefly describe your proposed sign, including the purpose, **materials** to be used, and method (for example painted, carved, stained, etc)

\_\_\_\_\_  
\_\_\_\_\_

**Lettering Style** (font)

Primary Font: \_\_\_\_\_ This font has been approved by the DRB by Resolution:  Y  N

Secondary Font: \_\_\_\_\_ This font has been approved by the DRB by Resolution:  Y  N

Other Font(s): \_\_\_\_\_ This font has been approved by the DRB by Resolution:  Y  N

If the font has not been previously approved by the Design Review Board by Resolution, provide a detailed illustration of the proposed font.

**Dimensions** (shall also be shown on drawings)

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Thickness: \_\_\_\_\_ Area (in square feet) \_\_\_\_\_

**Valuation** (cost to produce and erect sign - **REQUIRED**): \_\_\_\_\_

**Type of Sign**

- Wall
- Projecting
- Freestanding
- On-site Portable

**Kind of Sign**

- Single business
- Business listing
- Directory
- Menu / Drive-through menu
- Directional
- Incidental
- Construction
- Mural
- Warning
- Special event
- Real estate and/or "open house"
- Temporary transient business
- Temporary "new" or "coming soon" business
- Temporary community service event
- Temporary "sale" or special product announcement

**Connection Methods** (mark applicable option)

- Sign will be painted directly onto wall.
- I have provided one (1) copy of accurate details for connection methods of all signs with this application.

Such details include samples or accurate pictures/illustrations of mounting materials, locations of mountings, and methods of attachment - including but not limited to: size, length, kind, number, and color of bolts, screws, hooks, and/or chains, and how and where attachments are made to the sign *and* the building / structure. Plans for projecting signs with a surface area exceeding 20 square feet shall be prepared by a Washington State licensed architect or engineer. A Building Permit shall be applied for and obtained if required.

**Lighting** (mark applicable option)

- Sign is to be indirectly illuminated (internally lighted signs are prohibited). I have completed and attached the City's Lighting Permit Application with all materials required by that application. I will obtain electrical permits through the Washington State Department of Labor and Industries: (509) 886-6500.
- Sign is not to be illuminated.
- Sign lighting is pre-existing. I have provided photos and/or specifications of the existing light fixtures. The lighting was permitted by Lighting Permit Number \_\_\_\_\_.

## Colored Renditions / Drawings

Provide nine (9) copies of the drawings or details required for the type of sign you are proposing as follows:

- For ALL signs: Detailed, accurately colored drawing, to a scale appropriate for showing all detail of the sign, including all design details, lettering styles, mounting structures, location, height, width and devices.
- For ALL signs: True and accurate color chips or accurate reproductions of all colors proposed to be used on the sign.
- For wall signs: Accurately scaled drawing or *current* photo of the **entire** building face to be signed (visible outer wall surface), showing the proposed sign<sup>§</sup>. Include accurate locations and sizes of all existing signs, measurements of the building face from end to end, from the sidewalk or ground-line to the building eave line, and from the sidewalk or ground-line to the roof-peak. For the purposes of building wall calculations, where multiple walls differ in outer edge plane, the secondary planes (walls facing the same direction but in front of or behind the plane of the wall to be signed), corners, and/or angles shall be incorporated into the calculation.
- For projecting signs: Accurately scaled drawing and/or *current* photo of the **entire** building face to be signed, showing the proposed sign and all exterior business entrance doors on the building face (one projecting sign is allowed per business and one per exterior business entrance)<sup>§</sup>. Include accurate locations of all existing signs, measurements of the building face from the sidewalk or ground-line to the building eave line, and from the sidewalk or ground-line to the roof-peak. Also include measurements of:
  - The distance the sign will project from the building face (shall not extend from the building exterior edge more than four feet over the public right-of-way to a maximum of eight feet into public right-of-way from the building face);
  - The distance any building face to which the sign is to be attached to (may include balcony support) extends over the public right-of-way;
  - The distance any supporting bracket or mounting structure will project from the building face (shall not be allowed to project further than six feet over the public right-of-way from the exterior edge of the building);
  - The distance from the sidewalk to the bottom of the proposed sign (cannot be less than 8-feet over right-of-way); and
  - The distance from the sidewalk to the top of the sign bracket or structure (cannot exceed 80% of the building height).
- For freestanding signs: Accurately scaled site plan showing the location of the proposed sign on the property with measurements from the proposed sign location to property lines, structures, streets, driveways, and any other pertinent features.
- For freestanding signs: Accurately scaled drawing and/or *current* photo of the entire sign structure which the proposed sign is to be mounted to, showing the proposed sign and all existing signage<sup>§</sup>. Include measurements of existing signs, overall measurements of the structure, and measurements to the peak of the structure from sidewalk or ground-line, and any existing lighting or other details.

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<sup>§</sup>In order to evaluate for location, dimension, size and other applicable standards in compliance with the Code and the theme, provide enhanced photos (current photo of building or structure with sign super-imposed in correct location and correct size) or colored renderings of the structure or building elevation which clearly depicts the sign in the location it is proposed to be placed. Contact City staff with questions or to see examples.



City of Leavenworth

# 2015 DESIGN REVIEW BOARD CALENDAR

700 Highway 2  
PO Box 287  
Leavenworth, WA 98826

Phone: 509-548-5275  
Fax: 509-548-6429  
www.cityofleavenworth.com

**January**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August**

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

REGULARLY SCHEDULED MEETINGS =

MEETING DATES MAY CHANGE SUBJECT TO BOARD AVAILABILITY

Applications, materials, and fees must be submitted by no later than 1:00 P.M a minimum of 14 days prior to a regularly scheduled meeting.

Required submission dates =