



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

FLAG, FLAGPOLE, TOWER AND TOWER STRUCTURE PERMIT
APPLICATION

Applicant:

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Physical Address of Proposed Project: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Assessors' Tax Parcel Number of Property: _____

Subdivision Name: _____ Block: _____ Lot: _____

Property Owner (If different than applicant):

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contractor (Required for structures in excess of 10 feet):

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

License #: _____ City Business License #: _____

Contact Person:

Name: _____ Phone: _____

Application For:

- Tower/Tower Structure
- Flagpole
- Flag
- Business Flag*
- Government Flag

Total Valuation of Proposed Project: _____

* Flags which are non-governmental in nature are subject to review and approval by Leavenworth Design Review Board – see “Design Review of Flags” on the following pages

LIMITED ADMINISTRATIVE REVIEW (Required for all applicants)

Flags, flagpoles, towers, tower structures and associated lighting are subject to review for Code compliance by the Department of Community Development.

REQUIREMENTS:

- Upon submission, this application will be reviewed by staff for completeness and compliance with Leavenworth Municipal Code. The applicant will then be contacted to be apprised of staff's decision of proposed project's compliance to the Code and whether or not Design Review will be necessary. If Design Review is necessary, the applicant will be informed of the date of the Design Review meeting at which this application will be reviewed. The applicant or a representative authorized to speak for the applicant is required to attend the Design Review meeting if one is needed. PLEASE NOTE: In order for staff to determine if applications address all elements of the Leavenworth Municipal Code and deem them complete, applications and all relevant materials must be received by no later than 1:00 p.m. on the Monday prior (10 working days prior) to the week of the Design Review Board's regular meeting.
- 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.
- 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.
- **Include all of the following information and applicable drawings with your application.** Applications that do not include all the required information showing compliance with the Leavenworth Municipal Code, and the materials requested below, will not be accepted as complete and will be returned to the applicant.
- Plans for your project, including:
 - Scaled site plans which clearly show location of proposed structure and measurements to and locations of existing structures, signs and power lines (include heights), streets, property lines etc.;
 - Colored elevation renderings which clearly show tower/pole construction design, foundation design, building materials, trim, painting, or any other details;
 - If the flag, tower/structure is to be lit, submit pages 2 & 3 of "Lighting Permit Application".
 - If you are proposing to fly a flag include:
 - Colored rendering of proposed flag, including: detailed, accurately colored, scaled drawing(s) of the proposed flag showing the materials, flag dimensions, and true and accurate color chips or accurate reproductions of all colors proposed to be used;
 - Provide accurate details for the method by which the flag will be mounted (a WA State Engineer's stamp may be required), including 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);
 - On your site plan (above), include the radius of the proposed flag's flight around the pole when flying fully open (make sure to account for the flag mountings in the radius);
 - If the proposed flag will fly, even partially, over property other than your own, supply in writing a signed, notarized consent which allows you to fly your flag over said property.

If you are not applying for a flag, or your flag is not subject to Design Review because it is a government flag which will be displayed in a manner approved pursuant to Federal guidelines,

STOP HERE!

DESIGN REVIEW OF FLAGS (*Where applicable)

Flags which are non-governmental in nature are subject to review and approval by the Leavenworth Design Review Board. This includes any flags displaying the letters, figures, design, symbol, trademark or device, including artificial representation of stock in trade, name, insignia, emblem, logo, product, service, or other graphic representation of a business.

Single Flag: \$75.00[†]

Each additional flag applied for at this time: \$35.00

REQUIREMENTS:

- Flags which are non-governmental in nature and serve as business signage are reviewed in the same manner as a sign. 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 at www.cityofleavenworth.com/design/htm. You may also consult the Old World Bavarian Alpine Architectural Theme Code in **Chapter 14.08 of the Leavenworth Municipal Code** for information. This Code is also available online.
- The Design Review of your flag is for *design of the flag only*. It does not take the place of any other required permits or review such as building permits, conditional use permits, work in right-of-way permits, etc. A meeting should be scheduled with the Community Development Department to find out which permits and regulations are applicable to your project. Design Review is just *part* of the process, and approval of your design by the Design Review Board is required before a building permit can be issued for your flagpole or structure.
- 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.** Applications that do not include all the required information showing compliance with the Leavenworth Municipal Code, and the materials requested below, will not be accepted as complete and will be returned to the applicant.

If the application is for more than one flag, please use additional copies of the following page so that complete information for each flag is contained on one sheet. Please make sure that any drawings or samples associated with the application are numbered to indicate which flag is being shown (Flag #1, Flag #2, etc.) in the upper left hand corner of the drawing.

Briefly describe your proposal: _____

[†] 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

Use this sheet to describe ONE FLAG ONLY (use additional sheets as necessary):

Proposed font(s) for all lettering:

- Primary Font: _____ This is an Approved Unapproved Font.
Secondary Font: _____ This is an Approved Unapproved Font.
Other Font(s): _____ This is an Approved Unapproved Font.

Flag material(s) and description: _____

Dimensions of flag: Height: _____ Width: _____

Total square feet/inches of flag : _____

Type of Flag:

- Flown from stanchions on building face Flown from freestanding structure

Colored rendition/drawings. Provide eight (8) copies of each of the following:

- Detailed, accurately colored, scaled drawing(s) of the proposed flag showing the lettering styles (see LMC 14.10 for approved styles), type and materials, and mounting method (see above)
- True and accurate color chips or accurate reproductions of all colors proposed to be used on the flag

Site plan. Provide eight (8) copies and include the following information:

- For flags flown from stanchions on a building, an accurately scaled drawing or *current* photo of the **entire** building face, 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 flags/poles, an accurately scaled site plan, showing the locations of and measurements to structures, streets, signs, property lines, etc..

Lighting plan. Please check applicable option:

- Flag is to be lit. I 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.
- Flag is not to be lit.

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

Applicant Signature: _____ Date: _____

