



City of Leavenworth  
DEPARTMENT OF DEVELOPMENT SERVICES

LIGHTING PERMIT APPLICATION<sup>1</sup>

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

Applicant:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

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

Physical Address of Proposed Lighting: \_\_\_\_\_

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

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

Assessors' Tax Parcel Number of Property: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner<sup>2</sup> (If Different than Applicant):

Last 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 #: \_\_\_\_\_

Type of Permit:

Permanent

Temporary

<sup>1</sup> 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.

<sup>2</sup> 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>3</sup>:**

- Permit Fee (due at application submittal)..... \$50
- Staff Time .....\$50/hr<sup>4</sup>
- Architectural Design Review (applicable to commercial zones only): .....Additional \$25 if not submitted with related materials for review.\* The applicant or a representative authorized to speak for the applicant is required to attend the meeting for the application to be reviewed if one is necessary.

**GENERAL INFORMATION:**

- 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.
- Please consult the Lighting Code in **Chapter 14.28 of the Leavenworth Municipal Code** for complete information and requirements.
- **Include all of the following information and applicable drawings with your application:**
  1. Plans for exterior lighting which show all design specifications for the proposed lighting, including:
    - Type of fixture
    - Accurate reproductions of the fixture, pole, and assembly (commercial zones must provide colored renditions)
    - Any proposal for baffling or shielding
    - Proposed mounting heights
  2. A site plan for exterior lighting which shows the location and areas of impact from lighting. SITE PLAN MUST SHOW:
    - Lot dimensions and property lines
    - Directional arrow indicating north
    - Any existing or proposed lighting, including:
      - Aim and area of illumination impact
      - Details of shields, baffling, vegetation placement or other proposed methods of light diffusion
    - All proposed and existing structures and their distances to each other and to property lines
    - Adjacent property uses
    - Measures to mitigate impacts from light trespass, spillage or over-lighting onto adjacent properties
  3. **For commercial and multi-family zones only:** provide 8 sets of elevations of any building face which is proposed to be lighted, with the fixtures and their illumination accurately represented.

<sup>3</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>4</sup> In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant.

\* We strongly recommend submitting this application for DRB review with any other design review applications in order to avoid a second fee.

➤ **Specific Standards:** Does the proposal include any of the following? If yes, additional information may be required, in which case you will be notified by staff.

- |  |  |
|--|--|
| <input type="checkbox"/> Service station canopy        | <input type="checkbox"/> Commercial/industrial lighting (zones 1 and 2)            |
| <input type="checkbox"/> Outdoor recreation facilities | <input type="checkbox"/> Private installation on City property (City right of way) |
| <input type="checkbox"/> Open-air parking lot          |  |
| <input type="checkbox"/> Parking structure             |  |
| <input type="checkbox"/> Subdivision lighting          |  |

➤ **Exemptions:** the following uses are exempt from lighting requirements.

- Low-wattage holiday decorations and decorative lighting (except where prohibited below).
- Construction lighting for emergency repairs of a temporary nature.
- Diffused, muted lighting used for yards, driveways, landscaping, and/or applied to building faces – zone 3.
- Radio, communication, and navigation tower lighting – applicant must demonstrate a verifiable legal or public safety need.

➤ **Prohibitions:** the following are prohibited.

- Blinking, flashing, moving, revolving, flickering, changing intensity or color, chase lighting, rope lights, and neon, except lighting which is required for public safety – commercial districts only.
- Any light fixture that may be confused with or construed as a traffic control device.
- Any upward oriented lighting, including sign lighting, except as otherwise provided for in this ordinance, shall only be allowed when it is completely contained by an overhanging architectural element.
- Searchlights, beacons and laser source light fixtures.

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

