



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

Lighting Permit Supplemental

Related Permit # _____

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Contact Person: _____

GENERAL INFORMATION:

- **Is a Permit Required?** All projects, including new buildings or structures, or changing ANY exterior lighting, or indoor lighting which has the capacity to create light trespass and glare are subject to Leavenworth Municipal Code (LMC) Chapter 14.28. Exemptions include low-wattage holiday decorations and decorative lighting; 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; and, radio, communication and navigation tower lighting. Prohibited lighting includes 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; and, searchlights, beacons and laser source light fixtures.
- **Call or email for assistance.** Please consult with Development Services Department staff at 509-548-5275, or 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, at no charge! Please call at least 14 days prior to a regular meeting to be put on a meeting agenda.
- **Provide information and applicable drawings with your application which show compliance with the requirements below.** 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.
 1. Plans for exterior lighting which show all design specifications for the proposed lighting, including:

Type of fixture	Proposed baffling or shielding	Proposed mounting heights
Accurate reproductions of the fixture, pole and assembly		Color renditions
 2. Direction of illumination
 3. Details for shields, baffling, vegetation placement and other methods of light diffusion
 4. Adjacent property uses
 5. Measures to mitigate impacts from light trespass, spillage or over-lighting onto adjacent properties
 6. Elevations of any building face which is proposed to be lighted, with the fixtures and their illumination accurately represented.
- **Specific Standards.** Does the proposal include any of the following? If yes, additional information may be required.

Service station canopy	Commercial/Industrial lighting (zones 1 and 2)
Outdoor recreation facilities	Private installation on City property
Open-air parking lot	Parking Structure
Subdivision lighting	

FEES¹:

- Permit Fee (due at application submittal)\$50.00
- Staff Time² \$50.00
- Architectural Design Review³ (commercially zoned properties)..... Additional \$25.00

¹ 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.

² In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time 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.

³ Encourage submitting lighting permit in conjunction with the Design Review Application