



City of Leavenworth

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

Sign Permit Non-Commercial District

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

Site Information

Project Address: _____ Parcel Number: _____
Application Date: _____ Project Description: _____

Applicant/Owner (the owner or person authorized by the owner to make application and sign)

Last Name: _____ First Name: _____
Business Name: (if applicable) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Property Owner (if different from the applicant)

Last Name: _____ First Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Contractor (if different from the applicant)

Last Name: _____ First Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
License #: _____ UBI # (with City Endorsement): _____

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.
- Consult the Sign Code in Chapter 14.10 of the Leavenworth Municipal Code for complete information and requirements regarding signage.

REQUIRED SUBMITTALS

- Narrative:** The applicant is required to provide a narrative addressing LMC requirements, type of sign (wall, projecting, freestanding), including sign material(s) and description (i.e. hand carved and painted cedar), dimensions of sign, total square footage, total value of the sign, kind of sign (single business, mural, business listing, incidental, directional, other).
- Two (2) scaled site plans**, on 8 ½" x 11" or 8 ½" x 14" or 11" x 17", which clearly show:
 - 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.
- 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 a detailed, accurately colored, scaled drawing(s) of the proposed sign showing the lettering, any graphics, the sign type and materials
- 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.

Note: Additional information may be requested by the City as needed for review of this application.

ACKNOWLEDGEMENTS/ GENERAL DISCLAIMER

I, the undersigned, hereby acknowledge that upon issuance of any permit by the City of Leavenworth that I am obligated to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. The granting of a permit or an approval by the City of Leavenworth does not give me or my agents 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.

Regarding property boundaries, I acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. The City of Leavenworth makes no representation as to the accuracy or location of any boundaries related to the project and I, the undersigned, by virtue of issuance of a permit by the City of Leavenworth, agree to defend, hold harmless, and indemnify the City and its agents in any legal action related to property lines or boundaries.

Regarding excavations, I acknowledge that I, my representatives, agents, contractors, and assigns, are subject to the rules of the State of Washington as delineated within RCW 19.122 for ANY excavation. Such rules include, but are not limited to, requirements to use the one-number locator service (800-424-5555) at least 48 hours in advance of excavation, marking of excavation limits, maintaining markings, providing notification to appropriate agencies or utility operators regarding damages, and penalties for non-compliance. I hereby certify that I, and any agent of mine performing excavations, have familiarized themselves and are compliant with this Chapter of the Revised Code of Washington.

I, the undersigned, hereby agree to pay all fees associated with this permit application as set forth by the City of Leavenworth Fee Schedule or as required by law. I understand that accrual of fees begins at the time of permit submittal, and I agree to pay all applicable fees associated with the processing of this permit, per the City’s fee schedule, regardless of whether the permit is issued and/or picked up, or withdrawn or otherwise abandoned. Additionally, I acknowledge that should I request (verbally or in writing) that the review of my application be expedited, that my application may be reviewed, in full or in part, by a party or parties outside of the regular employ of the City of Leavenworth, and I agree to pay any fees which may be associated with this review, in advance, when determined feasible by the City, above and beyond the application and permit fees which are set forth by the City of Leavenworth Fee Schedule.

I understand that the initial fee is considered a deposit toward full cost for processing. I understand that the final costs will be more than the initial fee deposit and that I will be billed for the additional charges.

I understand that the fees for this application will be based on the costs of the project and also employee time spent processing the application per adopted City Fee Schedule. I understand that staff processing time is applicable to all divisions of the Development Services Department. This includes, but is not limited to, reviewing plans/submittal packages; routing plans to and communicating with interoffice departments and outside agencies; researching documents relative to site history; conducting site visits; consulting with applicant and/or other interested parties either in person or by phone; preparing environmental documents; drafting staff reports and required notices; performing clerical functions; postage; public posting fees; preparing pertinent maps, graphs, and exhibits; and attending meetings/public hearings before the Leavenworth Hearing Examiner and/or City Council, as applicable.

All outstanding fees are due upon permit approval and issuance, or upon completion of plan review if a permit is not issued or withdrawn, however, the City may bill prior to this time for items such as administrative costs and non-building staff plan review.

I understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Nondiscretionary approvals may be required from City departments and outside agencies. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to, building permit fees, map check fees, other development impact fees, and utility connection fees.

As applicant, I assume full responsibility for all costs leading to discretionary and nondiscretionary approvals incurred by the City in processing this application(s). I hereby certify that I have requested a copy of, and have read and understand the City's fee schedule.

I understand that the application which I am submitting is 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 Leavenworth Municipal Code Chapter 21.07.

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. By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____