



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 Supplemental

Related Permit # _____

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

Site Information

Project Address: _____ Business Name: _____
Applicant: _____ Owner: _____

GENERAL INFORMATION:

- **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.
- **Owner Authorization.** If anyone other than the owner of the property is making application for a sign, the owner's signed and dated knowledge of and consent to the application must be shown on the application (see page 3).
- **Administrative Sign Permits.** 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), this form may be submitted to the City with one set of plans and materials. The signage must be compatible with the requirements of LMC 14.08.
- **Design Guidelines.** 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/>.
- **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.
- **Consultation/Hearing Dates.** The Design Review Board meets the second and fourth Wednesday of every month in City Hall at 3pm, subject to cancelation. For a free consultation with the Board, please call at least 14 days prior to a regular meeting to be put on the meeting agenda. Drop-ins will be reviewed if time permits. Permit review applications, support materials and fees are due before 1:00 p.m. two weeks prior to the meeting date.

REQUIRED INFORMATION:

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

Kind of Sign

- Single Business
- Business Listing
- Mural
- Other

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 _____(if applicable).

Colored Renditions / Drawings

Provide seven (7) 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§. 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). 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. And, an 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. 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.

Review Standards. 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.

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.

Fees. Applicable fees have been or will be paid prior to scheduling a Hearing¹.

Acknowledgements

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.

All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of the permit or an approval does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project or use.

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: _____

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.