



**CITY OF LEAVENWORTH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

SIGN PERMIT APPLICATION

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

Applicant:

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

Business Name: _____

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

Phone: _____ Email: _____

Physical Address of Project Location:

Address: _____

Assessor's Tax Parcel Number of Property: _____

Subdivision Name: _____ Block: _____ Lot: _____

Property Owner (If Different than Applicant[†]):

Last Name (Business 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.

Signature: _____

Contractor:

Name: _____

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

Phone: _____ Email: _____

License#: _____ City Business License#: _____

Contact Person :

Name: _____ Phone: _____

* 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.

† If more than one property owner, please use additional sheets as necessary in order to provide information for each owner.

SIGN PERMIT APPLICATION:

All required information and fees must be submitted at time of application.

FEES:

First sign: \$75.00

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

REQUIREMENTS:

- All existing signs and all signs erected, moved, relocated, enlarged, structurally changed, painted, or altered within the city are subject to the requirements of Leavenworth Municipal Code (LMC) Chapter 14.10, Signs. Some signage within the City is exempt from permit requirements, but must still meet the provisions of the Code, including but not limited to not violating the prohibitions as cited within LMC 14.10.080 (see below). For signs exempt from permit requirements, this form may be submitted to the City, with one set of plans and materials, in order for a determination of compliance with the Code to be made by City staff as a courtesy (no fee is charged). Applications for signs which require review by the Design Review Board shall be submitted with all of the required materials.

14.10.80 Prohibited signs.

Unless specifically exempted in this chapter or allowed as delineated in section 14.10.075, it is unlawful to erect or maintain:

- A. Any sign, including logo signs, which are not compatible in design and color with the Old World Bavarian-Alpine theme;
 - B. Off-site signs;
 - C. Signs which have moving parts, or are designed to be moved in any way by the wind;
 - D. Off-site portable signs, including, without limitation, trailer signs and sandwich-board signs;
 - E. Banner signs, pennants on a rope, balloons and streamers;
 - F. Neon signs, illuminated signs, signs with flashing lights (signs which are not internally illuminated shall be illuminated in conformance with Chapter [14.28](#) LMC, Lighting Standards);
 - G. Bench signs;
 - H. Roof signs which are located on, project or extend above the eave or parapet line of a main portion of the building; and
 - I. Signs which are plastic or plastic in appearance.
 - J. Signs which bear or contain statements, words, or pictures which are obscene under the prevailing statutes or U.S. Supreme Court decisional law.
- In order for a Sign Permit Application to be placed on the agenda of the Design Review Board, it must be deemed complete and compliant with Code requirements by Community Development Department staff, and fees paid, a minimum of seven days prior to the Board's regular meeting. 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 PM on the Monday prior (7 working days prior) to the week of the Board's regular meeting.

PLEASE NOTE: The applicant or a representative authorized to speak for the applicant is required to attend the DRB meeting in order for the application to be reviewed.

- Please consult with Community Development Department staff at 509-548-5275, or the Sign Code, LMC 14.10, for information and requirements. The Code is available online at the City's web site: www.cityofleavenworth/design/htm. The option of receiving Design Review Board input before submitting formal application is also available.
- 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 and drawings will not be accepted as complete and may be returned to the applicant, delaying the Design Review process. Revised drawings or applications will not be accepted by the Design Review Board before they are reviewed by staff. Please make sure that the application is complete upon submittal and do not bring revised materials to the DRB meeting.

[‡] In lieu of the 9 copies of application materials specified, applicants may submit some items electronically. Please consult with Community Development Department staff before submitting electronically.

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

Briefly describe your proposed sign: _____

Proposed style of lettering on sign (all styles must be noted):

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.

Sign material(s) and description (i.e. type of wood and method such as hand carved or painted): _____

Dimensions of sign: Height: _____ Width: _____ Thickness: _____

Total area of sign in square feet (if sign is double sided (back to back), provide square footage of one side only): _____

Total valuation of sign (REQUIRED): _____

Type of Sign:

- Wall Projecting Freestanding

Kind of Sign:

- Single business Directory
 Mural Drive-through menu board
 Business listing

Connection method. Please check applicable option:

- Sign will be painted directly onto wall.
 I have provided 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, and color of bolts and/or chains, and how and where attachments are made to the sign *and* building or structure⁴.

Colored rendition/drawings. Provide nine (9) copies of each of the following:

- Detailed, accurately colored, scaled drawing(s) of the proposed sign showing the lettering styles (see LMC 14.10 for approved styles), the sign 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 sign.

⁴ For example: The sign will be secured to the wall with four, 3/8-inch by 4-inch lag bolts, drilled through the face of the sign, one at each corner, and painted to match the sign; or
The sign is to be attached to the decorative bracket with two, 3/8-inch by 4-inch black lag screws, screwed into the top edge of the sign and attached to the bracket with black 3/16-inch chain to match the bracket (black). The bracket will be attached to the wall with two, 3/8-inch by 5-inch black masonry bolts.

Site plan. Provide nine (9) copies and include the following information:

- For wall signs: accurately scaled drawing or *current* photo of the entire building face to be signed. Include accurate locations and sizes of all existing and proposed signs. Also include the 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 – see example #1 on page 5.
- For projecting signs: accurately scaled drawing and/or *current* photo of the entire building face to be signed. Ensure that all exterior doors and existing signage are clearly shown. Include accurate location of proposed signage and provide 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 – see example #1 on page 5. Also include measurements of:
 - the distance the sign will project from the building face (cannot exceed 4-feet over right-of-way),
 - the distance any supporting structure will project from the building face (cannot exceed 6-feet over right-of-way),
 - 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 locations of and measurements to structures, streets, signs, property lines, etc. – see example #2 on page 5.
- For freestanding signs: accurately scaled drawing and/or *current* photo of the entire sign structure which the proposed sign is to be mounted to. Ensure that all existing signage is clearly shown, including sizes of such existing signs, and include accurate location of proposed signage. Provide overall measurements of the structure, and measurements to the peak of the structure from sidewalk or ground-line.
- For additions or changes to existing business listing signs or signs/sign structures where not all components of the sign are proposed to be changed, please provide photos or renderings of the current existing sign and enhanced photo or rendering of the proposed sign change (show your proposed sign in the location you propose to put it.)

Lighting plan. Please check applicable option:

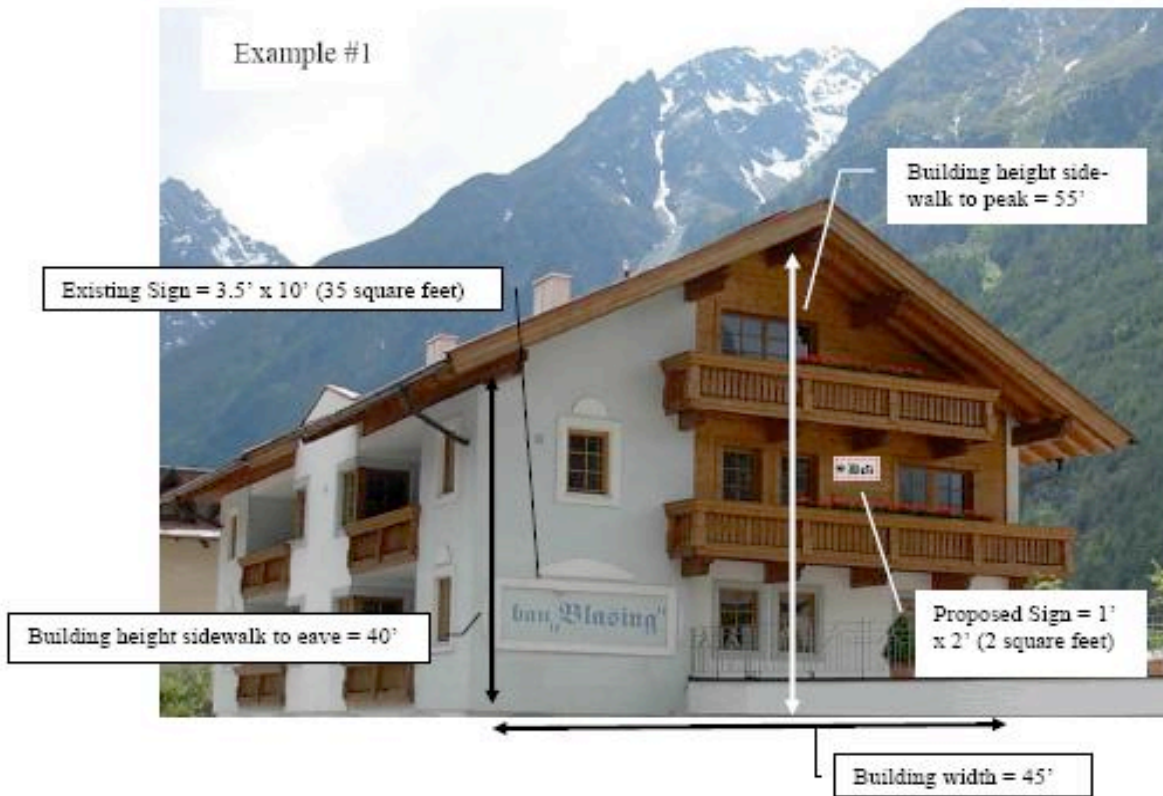
- Sign is to be lit. Pages 2 & 3 of the City’s Lighting Permit Application have been provided. Electrical permits for wiring of indirectly lighted signs shall be obtained through the Washington State Department of Labor and Industries: (509) 886-6500.
- Sign is not to be lit.
- Sign lighting is pre-existing. Pictures of the existing lighting have been provided.

Applicant acknowledges that upon issuance of any permit by the City of Leavenworth that it is the obligation of the applicant 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 the applicant 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.

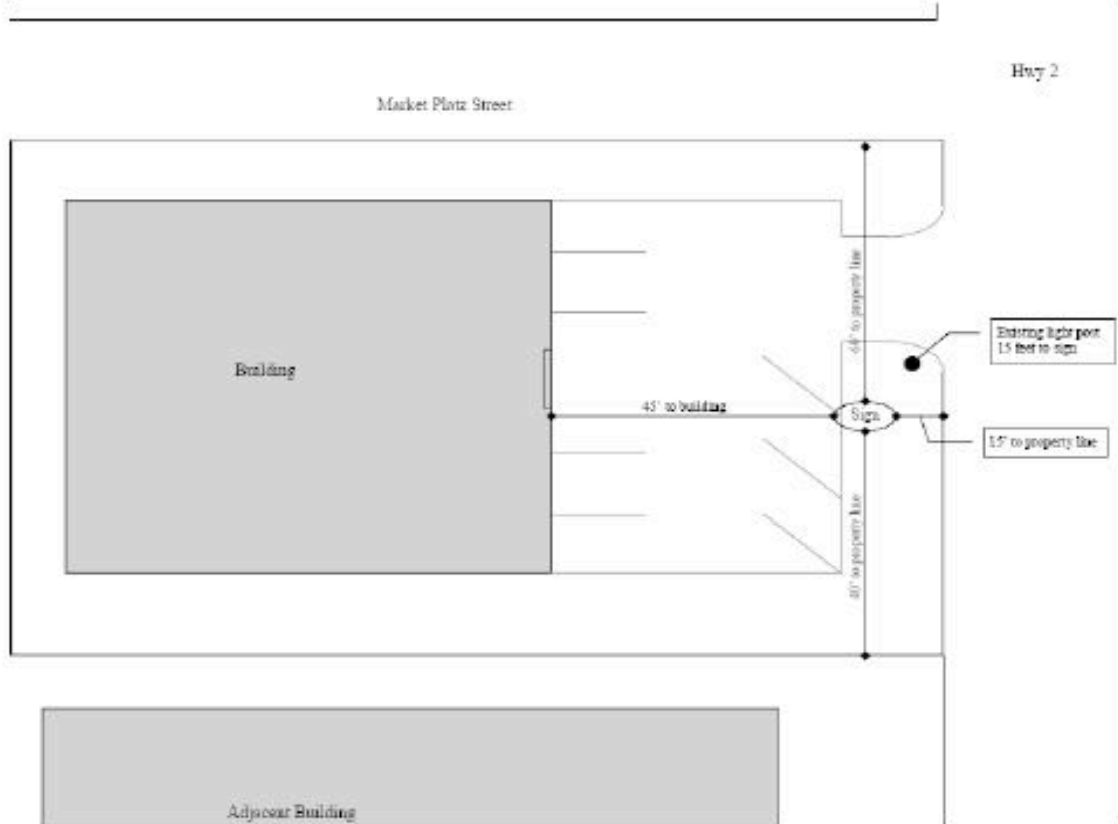
“I have read and understand the above application and have answered truthfully to the best of my knowledge.”

Applicant Signature: _____ Date: _____

Example #1



Example #2





City of Leavenworth

700 Highway 2
 PO Box 287
 Leavenworth, WA 98826

Phone: 509-548-5275

Fax: 509-548-6429

www.cityofleavenworth.com

2011 DESIGN REVIEW BOARD CALENDAR

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

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19	20	21	22	23	24	25
26	27	28	29	30	31	

April

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30						

May

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29	30	31				

June

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July

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23	24	25	26	27	28	29
30	31					

August

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23	24	25	26	27	28	29
30	31					

September

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18	19	20	21	22	23	24
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October

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23	24	25	26	27	28	29
30	31					

November

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19	20	21	22	23	24	25
26	27	28	29	30		

December

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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

REGULARLY SCHEDULED MEETINGS =

MEETING DATES MAY CHANGE SUBJECT TO DRB AVAILABILITY

Applications and materials must be submitted by no later than 1:00 PM on the Monday of the week prior to a regularly scheduled meeting.

Required submission dates =

