



*Updated 3/11/11*

CITY OF WASHOUGAL

Type 1 Planning Site Plan Review Sign Application

Temporary Sign (Definition on page 2) \$25.00

Permanent Sign \$80.00

\*NOTE: This application is separate from a building permit, site plan approval must be obtained from the Planning Division prior to a building permit.

Applications for sign permits must be submitted with the following information:

Applicant

- Name of applicant Phone
Address City State Zip
Contractor's license number, if the sign is not being installed by the owner,

Property Owner

- Name of owner Phone
Address City State Zip

Location of Project:

Site Address Cross Street
Serial #s of parcels included:
Comp Plan Designation: Zoning:
Overlay Zone(s): 1/4 of Sec: Township: Range:
Total Acreage of Original parcel(s):

- Description of all signs proposed in the application, including number of signs, area, height

Include the following:

- 1. Site Plan to scale which identifies:
All the boundaries of the property;
General location of all buildings, driveways, and parking areas;
The name and location of all streets;
The location of all existing freestanding or monument signs; and
The location of all proposed signs including the minimum distance to the property line and center of adjacent streets and driveways, as applicable;

2. Front elevation view of sign which identifies;
  - Size and shape of sign;
  - Height of sign;
  - Types of support(s);
  - All permanent graphics; and
  - Type of lighting, if any, such as direct, indirect, internal or ground mounted.
3. Side elevation view or building signs which project more than one (1) foot beyond the building line or one (1) foot above the eave of the building.
4. Any other information necessary to determine compliance with provisions of Chapter 18.60.
5. Copy of a recorded deed showing ownership of the property.
6. An application fee (See attached fee sheet)

#### **AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

**In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.**

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Authorized Signature (Letter of authorization required if other than property owner)

Date

Submit this application to the Community Development Department at City Hall, 1701 "C" Street, Washougal, WA 98671 (360) 835-8501.

#### **Definition**

***"Temporary sign" means a sign place on a structure or the ground for a specifically limited period of time as provided in Section WMC 18.60.060. Balloons or banners attached to buildings or property shall also be considered temporary signs.***

#### ***18.60.060 Temporary signs.***

***In addition to the allowed signage, temporary signs may be utilized on a limited basis to promote a grand opening, special sale, event or a going out of business sale. All such signs and materials shall be located on the site being advertised and shall comply with the following:***

- (1) Allowable Area. Thirty-two square feet in area per face.***
- (2) Duration. Up to 30 days at one time, but no more than a total of 90 days per calendar year. A business must be free of any temporary sign for a period of no less than 14 days before the next temporary sign is displayed.***
- (3) Number of Signs. One per street frontage.***