



**CITY OF LEAVENWORTH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**SIGN PERMIT APPLICATION
COMMERCIAL ZONES**

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: _____

Physical Address of Proposed Sign(s): _____

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

Phone: _____ Email: _____

Assessor's Tax Parcel Number of Property: _____

Subdivision Name: _____ Block: _____ Lot: _____

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

Last Name (Entity/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. Additionally, I hereby give my permission to named applicant, and any and all subsequent owners of the business named herein, to access any such improvements on my property in order to make repairs, perform general maintenance or make replacement as needed.

Property Owner's Signature: _____

Contractor:

Name: _____

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

Phone: _____ Email: _____

License#: _____ City Business License#: _____

Contact Person :

Name: _____ Phone: _____

Number of signs included in this application: _____

If the application is for more than one sign, please use additional copies of page 3 of this application so that complete information for each sign is contained on one sheet. Number drawings or samples associated with each sign accordingly.

* This shall be the person designated to receive determinations and notices required under provisions of the Leavenworth Municipal Code and State Law.

† 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:

➤ Design Review Board Review: All sign applications for signage in the commercial zone districts are subject to review by Leavenworth's Design Review Board (DRB). Sign Permit Applications must be deemed complete and compliant with Code requirements by Community Development staff, and fees paid, a minimum of seven days prior to the Board's regular meeting to be placed on the agenda. 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 p.m. 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 the Sign Code in **Chapter 14.10 of the Leavenworth Municipal Code** for complete information and requirements regarding signage. This information is also available online at www.cityofleavenworth.com/design/htm.

➤ 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.

➤ 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.

➤ **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 will 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**, so please make sure that your application is complete upon submittal and do not bring revised materials to the DRB meeting.

Briefly describe your proposal: _____

[‡] In lieu of the specified 8 copies of application materials specified below, 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):

Proposed font(s) for all lettering on sign:

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. Hand carved and painted cedar): _____

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

Total square feet/inches of sign (if sign is double sided, provide square footage of one side only): _____

Total valuation of sign (REQUIRED): _____

Type of Sign:

- Wall Projecting Freestanding

Kind of Sign:

- Single business Incidental
 Mural Directional
 Business listing Other (Specify) _____

Connection method. Please check applicable option:

- Sign will be painted directly onto wall
 Accurate details for connection methods of all signs are included with this application, including samples or accurate pictures/illustrations of mounting materials and methods (including: size, length, kind, color of bolts and/or chains, and how and where attachments are made to the sign *and* building or structure).

Colored rendition/drawings. Provide eight (8) 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

Site plan. Provide eight (8) copies and include the following information:

- For wall signs: an 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 reverse.
 For projecting signs: an accurately scaled drawing 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 distance the sign will project from the building face (cannot exceed 4-feet), the distance any supporting structure will project from the building face (cannot exceed 6-feet), and the distance from the sidewalk to the bottom of the proposed sign and structure (cannot be less than 8-feet).
 For freestanding signs: an accurately scaled site plan, showing the locations of and measurements to structures, streets, signs, property lines, etc. – see example #2 on reverse.
 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.)

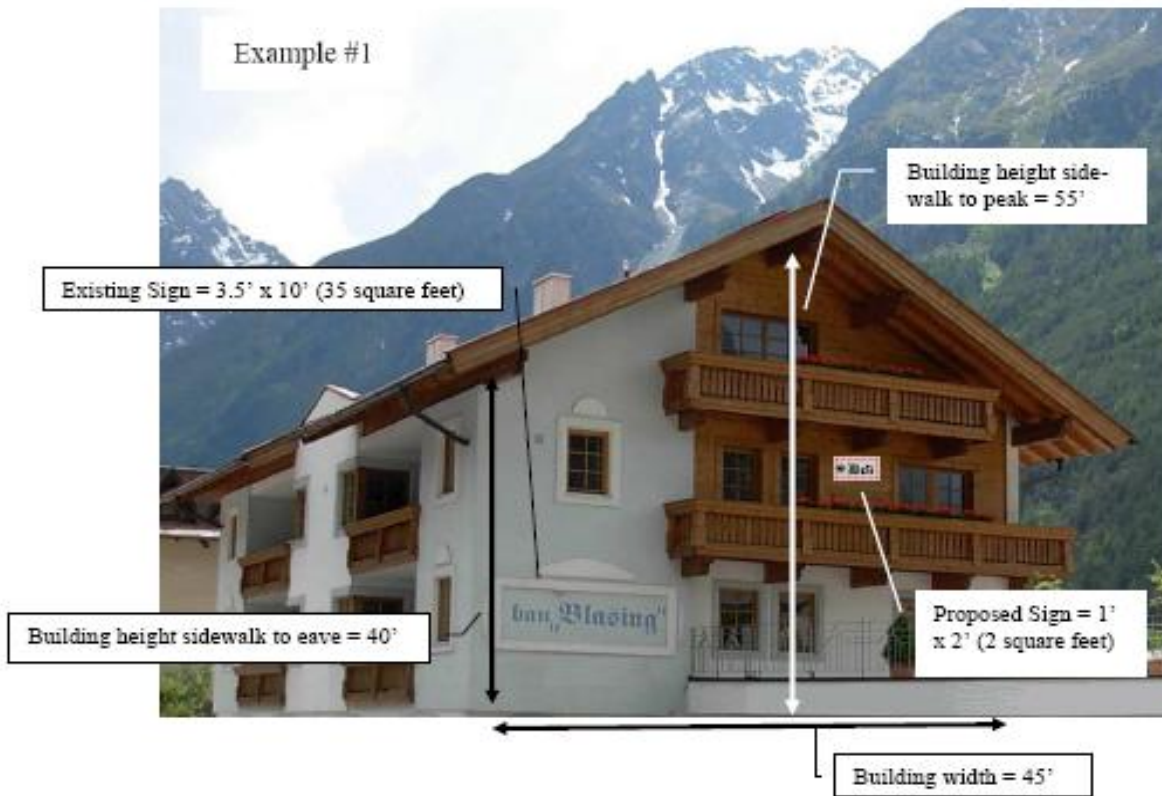
Lighting plan. Please check applicable option:

- Sign is to be lit. I, the applicant have submitted pages 2 & 3 of “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.

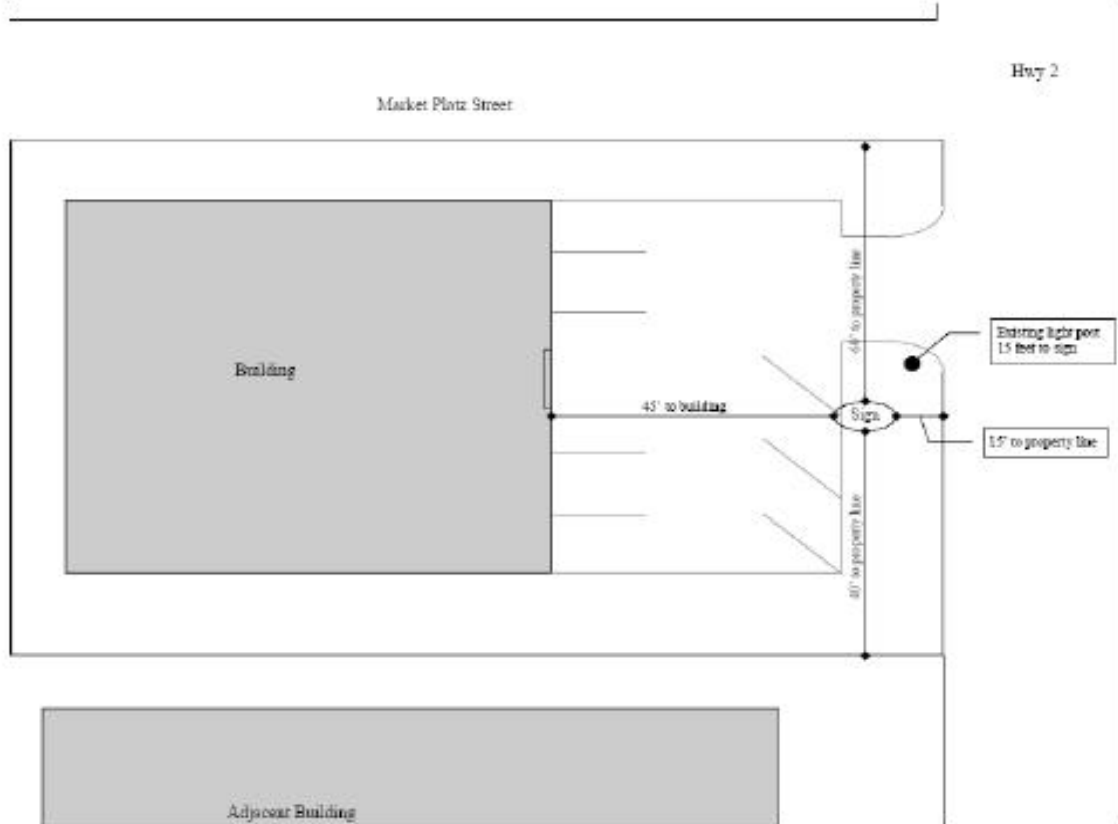
“I have read and understand the above application and have answered truthfully to the best of my knowledge.”

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

2010 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	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

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			

April

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	

May

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					

June

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			

July

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

August

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				

September

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		

October

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

November

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				

December

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	

REGULARLY SCHEDULED MEETINGS =

MEETING DATES MAY CHANGE SUBJECT TO DRB AVAILABILITY

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

Required submission dates =