

**APPLICATION FOR
DESIGN/SIGN STAFF APPROVAL
(Large Signs, Awnings, and Simple Modifications)**



<i>Office Use Only:</i>	
File #:	_____
Date:	_____
Amt. Paid:	_____
Receipt #:	_____
Rec'd By:	_____

Please complete sections A-E below.

A. SITE INFORMATION:

Project Address: _____ APN: _____ Zone: _____

Business at this location: _____

Applicant: _____ Phone #: _____ Email: _____

Mailing Address _____

Property Owner: _____ Phone #: _____

B. PROJECT DESCRIPTION:

Please describe your project/purpose: _____

C. APPLICATION CHECKLIST:

- Site Plan (to scale) – Size: 8½”x11” (*Please indicate north arrow*)
- Elevation of building, incl. signing (drawings to scale) – Size: 8½”x11” & attach photographs
- Color Swatches/Material Samples (*Note: if printed sample is submitted, ink color shall match actual color*)
- Application fee (refer to current Fee Schedule)

D. PLEASE INITIAL ONE OF THE FOLLOWING:

_____ (*Initial*) I certify that I am the recorded owner of the real property described herein.

_____ (*Initial*) I am the representative/agent of the owner, and said real property owner consents to the filing of this application.

Signature: _____ **Date:** _____

E. EXISTING AND PROPOSED SIGNAGE AT THIS SITE – Please complete below (or separate sheet):

Description of Existing Signs:*

Square Feet:

* Will any of the existing signs be removed? ____yes ____no If yes, total square feet? _____

Description of Proposed Signs:

Square Feet:

F. CONDITIONS OF APPROVAL:

STANDARD CONDITIONS OF APPROVAL:

- 1. Site is to be maintained free of weeds, trash, and visible outside stored material.
- 2. This application is in effect for six (6) months from date of Staff Approval.
- 3. Project is subject to any required building/sign permits and relevant Building/Fire Codes. Sign proposals are subject to the Sign Code Regulations for Redevelopment Project Areas (MMC §17.36.800).

ADDITIONAL CONDITIONS:

- 4. _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Approved By: _____ **Date:** _____
(Staff Signature)

Subject to Conditions: _____

Signing eligible for Staff Approval Includes:

- 1. Signs previously approved by the DRC and in compliance with the Sign Ordinance.
- 2. Signs that comply with a building sign program previously approved by the DRC and also in compliance with the Sign Ordinance.
- 3. New signing that complies with the Sign Ordinance and does not require design review for color, placement or other considerations.

NOTE FROM STAFF: If the property owner(s) is an LLC or a corporation, we require documentation at the time of submittal that shows the person(s) who is signing the application is authorized to sign for the LLC or corporation.

Notes/Other: