



Parcel Number _____

SIGNS

Submittal Standards <i>The number indicates the number of copies required</i>	SIGN	RECEIVED
APPLICATION: The sign/billboard application is included on the back of this form, complete all applicable information.	3	
SITE PLAN: Show all property lines, proposed and existing structures, sign locations, site distance triangle, road locations and names. Site plan must be drawn to scale	3	
BUSINESS/BUILDING SIGN INVENTORY Show all sign locations and dimensions..	2	
STRUCTURAL PLAN: Include notes identifying structural materials, sign dimensions, sign copy, assembly, and footing size. Also need mounting details, attachment details and plan view of sign. Engineer's stamp required if over 15 feet tall.	3	
DRAWING OR PHOTO OF SIGN: Show design, color, shape, materials, lighting, and dimensions.	3	
MASTER SIGN PLAN: Required for multi tenant and multi building complexes	2	
AFFIDAVIT: Must be signed and recorded in the Pierce County Auditors Office. Required for off-site "Business ID" sign within 1000' of site.	1	
ENVIRONMENTAL CHECKLIST: Required if proposal is not exempt from the State Environmental Policy Act.	Submittal Standard	
TITLE NOTIFICATION: Title notification is required for critical areas identified on the CARLS.	1	
WETLAND APPLICATION: Wetland review is required if a wetland indicator is identified within 158' of the proposed structure.	Submittal Standard	

PROPOSE TO: Erect _____ Relocate _____ Alter _____ Re-hang _____ Other _____

Site Address: _____

Zone: _____ Community Plan Area: _____

Owners Name: _____ Phone: _____

Address: _____

If Multi-Building Complex, Building Location Reference (Number or Letter): _____

Contractor: _____ Phone: _____

Address: _____ License #: _____

CHECK SIGN TYPE:

- Billboard:** A preprinted or hand-painted changeable advertising copy sign which directs attention to businesses, commodities, services, or facilities which are not primarily sold, manufactured, or distributed from the property on which the sign is located.
- Business:** A sign which directs attention to a business or profession conducted, or to a commodity, service, or entertainment sold or offered upon the premises where such sign is located, or to which it is affixed.
- Business Identification:** A sign which directs attention only to the name and location of a firm or business center within 1,000 feet of the sign.
- Construction:** A sign designating the contractor(s), architect(s), and engineer(s) participating in a construction project underway on the same premises.
- Directional:** A sign which serves solely to designate the location of any place, area, organization or business, whether on premises or off-premises.
- Iconic:** A projecting sign containing a symbol or logo characteristics of the region or the business to which it is affixed.
- Identification Signs:** A sign which is limited to the name, address, and/or number of the building, institution or person, firm, or business center upon which the sign is located.
- Nameplates:** A sign which indicates no more than the name, address, and home occupation of the resident of the premises.
- Real Estate:** A temporary sign which directs attention to the sale, lease, or rental of a particular building, property, or premise upon which it is displayed.
- Temporary:** Temporary signs are limited to a 2 year period, and only for designating residential development areas and permitted upon receiving special permission from the department.

SIGN STRUCTURE:

Free Standing Roof Mounted Wall (Flat) Wall (Projecting)

SIGN FACE DIMENSIONS (per face):

Length: _____ Height: _____ Thickness: _____ Area: _____ # of Display Sides: _____

Total Display Area: _____ Ground Clearance: _____ Total Height Above the Ground: _____

FOR BUILDING/WALL SIGNS IN PARKLAND/SPANAWAY/MIDLAND, and UPPER NISQUALLY COMMUNITY PLAN AREAS:

Square feet of Building Façade(s) facing street _____

SETBACKS FROM PROPERTY LINES: Front: _____ Sides: _____ Rear: _____ Other: _____

EXACT SIGN WORDING: _____

Illuminated: Y () N () If yes how? _____

Electrical Yes () No () **FLASHING SIGNS ARE PROHIBITED**

ESTIMATED COST OF SIGN: _____

I hereby certify that the above information is correct and that I have the consent of the owner, or person in legal possession of the property upon which the sign(s) is/are to be erected, to install the sign(s) described above and that the applicable laws or codes relating to the work described will be met.

Signature of Applicant

Date