



Sign Permit Checklist

Section 17.56.110

1. The owner of property and the owner of the building and/or the lot and the owner of the business shall apply for all sign permits for the property. It is the responsibility of the owner of the property to allocate sign area and types of signs for the lot. Private covenants or leasing agreements that are more strict than the requirements of this Chapter shall be enforced through the private agreements and not by the Town. The Town requires the development of overall sign master plans for all developments where there is more than one tenant or business.
2. The applicant shall submit the following information as part of the application:
 - a. Application form and fees.
 - b. The name, address and telephone number of the owner of the business to which the sign applies.
 - c. The name, address and telephone number of the person or company intending to install the sign.
 - d. The name, address, and telephone number of the owner or agent for the owner of the property and the name, address and telephone number of the owner or agent of the building upon which the sign is (to be) located.
 - e. The street address of the lot for the location of the of the proposed sign structure. If an address is not available then a legal description of the property is required.
 - f. A site plan and elevation drawings of the proposed sign, including wording on the proposed sign.
 - g. Setbacks to all lot lines for monument (ground) or freestanding signs.
 - h. Sign height, sign area, landscaping, sign location, materials and colors, traffic visibility, sight distance triangles, and lighting, including specifications on the light fixture, wattage and foot candles.
 - i. Sign master plan, if the project is part of a multiple lot or building, or multiple tenant center (see next page).
 - j. Any other information necessary for the review of the application as required by the Director of Development Services.

Sign Master Plan Information

Sign master plans are encouraged for all projects, and are required as a part of the site plan process for all proposed projects with multiple lots, buildings, or multiple tenants. Sign master plans are also required for all new signs on multiple tenant buildings or centers with multiple lots. Sign master plans shall be in accordance with the following criteria:

1. Sign master plans shall be compatible with the site and building, and should provide for a similarity of types, sizes, styles and materials for signs within a project.
2. Sign master plans may be proposed or changed only by the owners of the building or the owners' association. Sign master plan changes or proposals may not be made by an individual business without written approval of the building owner or shopping center owners or association.
3. All sign master plans shall be in written and plan form. Plans shall indicate size, location, type and number of signs for the site and buildings.
4. Master plans should include specification on design, colors, materials, lighting, and other restrictions, as deemed appropriate by the applicant and as approved by the Town.
5. Logos are exempt from style of letters, and type of sign requirements. Nationally or state registered trademark lettering is similarly exempt, with the exception of lettering color. Logos are included in the sign area calculation.