

COMPREHENSIVE SIGN PERMIT

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All required application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4344 regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

Land Use Application: The Land Use Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form. Once the Comprehensive Sign Plan is approved the applicant will need to submit individual sign permits to construct the actual signs. The comprehensive sign permit does not authorize the construction of the signs, but a master sign plan.

Fee: \$500

Project Narrative: Before beginning please ensure the proposed application does not increase the number of signs, propose a larger sign face, propose a taller sign, or propose a type of sign which is prohibited in Chapter 15.28 of the Bonney Lake Municipal Code. The narrative should provide a brief description of the project and provide a detailed response to the following :

1. Define and describe the design theme used throughout the project.
2. Explain how the proposal manifests an exceptional effort toward creating visual harmony between the sign, buildings, and other components of the subject property through the use of the design theme.
3. Explain how the proposed modifications to the code would promote the planned land use in the area of the subject property and enhance the aesthetics of the surrounding area.
4. Explain how the proposed sign or signs is/are better coordinated, more harmonious with surrounding development including other signage and the architectural concepts

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employed in the building's site than signs that could be installed under the existing criteria of 15.28 BLMC.

Sign Plan: Provide a computerized drawing that demonstrates the sign placement, including a demonstration that the sign placement and size do not obstruct or interfere with any other signs or property in the area or obstruct natural or scenic views.