



Community Development Department

Application for SIGN PERMIT

FOR STAFF USE ONLY
Date:
Project Description:
Permit Number:

Application and plan must be complete in order to be deemed complete.
Application must be made in person at the Permit Center.

Project Name: Value of Construction:
Description: Tax Parcel Number:
Site Address: Lot Number:
General Location:
Site Information (if applicable): Lot Sq Ft:
Section: Township: Range: 1/4: Impervious Surface:

Applicant:
Name: Phone:
Address: Email:

Property Owner:
Name: Phone:
Address: Email:

Contractor*:
Name: Phone:
Address: Email:
State Contractor's License Number: Exp. Date: City of Bonney Lake Business Registration:

By leaving the Contractor section blank, I hereby certify that I am the owner, or agent of the owner, of the subject property and contractors will not be hired to perform any work in association with this permit. I acknowledge that in leaving the contractor section blank, I do not intend to perform work for selling purposes without being a registered contractor by the State of Washington (RCW 18.27.090). I also verify that if I do choose to hire a contractor, general or subcontractor, I will only hire those which are licensed by the State of Washington (RCW 18.27.110).

Contact Person (only if different from applicant/contractor):
Name: Phone:
Address: Email:

Architect:
Name: Phone:
Company: Fax:
Address: Email:

Engineer (if applicable):
Name: Phone:
Company: Fax:
Address: Email:

LENDER or ISSUER OF PAYMENT BOND (if applicable):
Firm/Company Name: Phone:
Address: Reference RCW 19.27.095

Description of Work:
(specific description)

Structure Information:
Frontage of Building/Tenant Space: lineal feet Sign Height:
Existing Signage: sq ft Free-Standing: sq ft Roof: sq ft
Addl/New Signage: sq ft Monument: sq ft Projecting: sq ft
Total: sq ft Wall: sq ft Under-Canopy: sq ft

Special Use: Temporary Sq Ft: Description of Temporary Sign:



SUBMITTALS:

The Sign Permit Application must be submitted with the following items:

- | n/a | Submitted | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of site plan, drawn to scale, showing all existing buildings on the site, the proposed location of the sign(s) in addition to the location and area of all existing sign(s) on the same premises or building |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of landscape and irrigation plans, drawn to scale, for freestanding sign(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of specifications and elevations, drawn to scale, showing dimensions, materials, color, and design of all proposed sign(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of specifications and elevations, drawn to scale, showing dimensions, materials, color, and design of all proposed sign(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Fees (Zoning & Building). |

n/a Submitted **Special Use Permit**

- | | | |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of plans providing identification and description of all proposed sign(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Two copies of site plans, drawn to scale, showing all existing buildings on the site, the proposed location of the sign(s) in addition to the location and area of all existing sign(s) on the same premises or building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Fees. |

CODE REQUIREMENTS:

The following is a summary of Bonney Lake Municipal Code Chapter 15.28, Signs, and provides general criteria and requirements. A full copy of the Sign Code may be viewed online at www.codepublishing.com/wa/bonneylake/ and is available for review/purchase at the Permit Center.

BLMC 15.28.050 Permits Required. Permits shall be required for all signs with appropriate payment of fees. No permit is required for the repair or maintenance of any sign for which a permit has been previously obtained, or for a change or copy on painted, printed or changeable copy signs.

BLMC 15.28.100 Signs permitted in residential districts and public facilities districts.

- One permanent, nonelectric subdivision identification sign per neighborhood, subdivision, development, apartment, or condominium complex per main entrance not to exceed 32 square feet per face and six feet in height. Such sign may be indirectly lighted;
- Churches, schools, city parks, fire stations, police stations, municipal buildings, public libraries, community centers and other similar uses may have no more than one monument or one wall sign for each street frontage not to exceed 32 square feet per face and six feet in height.

BLMC 15.28.110 Signs permitted in commercial and light industrial districts.

- Freestanding, wall, roof, projecting and under-canopy sign(s) per business establishment, not to exceed one and one-half feet in combined sign are for each linear foot of building frontage up to a maximum of 150 square feet.
- Each multi-tenant building or building complex shall be permitted one freestanding directory sign not to exceed 100 square feet. The directory sign shall identify two or more tenants and/or complex as a whole. The directory sign shall be considered additional permitted signage. If tenant has a sign on the freestanding directory sign then the tenant shall not have an individual freestanding sign.



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- On a business, multi-tenant building or multi-building complex with a total frontage on the main street of more than 300 feet, there shall be allowed one additional freestanding directory sign for each 300 feet of frontage, not to exceed 50 square feet. Each sign shall be placed not less than 150 feet apart.
- Setbacks required. All permitted freestanding signs shall have a setback of 20 feet from the SR 410 ROW. Monument sign may be located within 10 feet of the SR410 ROW. Signs shall have five foot setback from all other ROWs and be subject to required sight distance criteria.
- Height. Maximum height for freestanding signs shall not exceed 20 feet and 14 feet for monument signs. Freestanding and under-canopy signs shall have a minimum clearance of 14 feet over any parking area and eight feet over any pedestrian are such as a sidewalk.
- Sign area bonus. The total sign area may be increased by 25% if the business uses only wall signs.
- Landscaping. Freestanding and monument signs are required to be landscaped around the base of the sign to improve the overall appearance of the sign. A minimum of one-half square foot of landscaping for each square foot of sign area shall be maintained throughout the life of the sign.

BLMC 15.28.090 Special use permits. A Special Use Permit is required for:

- Special Event Signs - Temporary sign(s) and decorations for special events, grand openings, holidays not to exceed 14 days and two permit per calendar year.
- Outdoor Vendor Signs. A maximum of 2 movable sandwich board signs on private property for temporary outdoor vendors – Christmas tree lots, fruit stands, farmers’ markets, permitted for 120 days within a one year period.

Acknowledgement:

Signature: _____	Date: _____
Printed Name: _____	_____