

SIGN APPLICATION SUBMITTAL PACKET



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

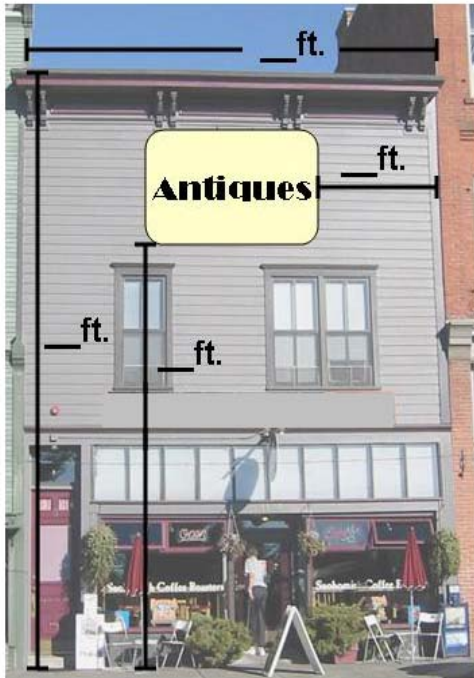
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WELCOME TO THE CITY OF SNOHOMISH

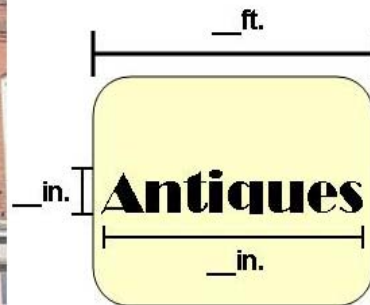
We look forward to working with you to achieve a project that will be a source of pride for you and the City. We also want to ensure that project review is completed in an efficient, timely manner and based on functional and enforceable guidelines, criteria and standards. In order to achieve this, all permit applications must be complete when submitted to the City. To ensure that your submittal is correct, use the Submittal Checklist associated with your permit application, and be sure to include all requested details in your plans.

Below are examples of acceptable sign plan details. An acceptable site plan example is located toward the back of this packet.

SIGN ELEVATION PLAN: BUILDING SIGN



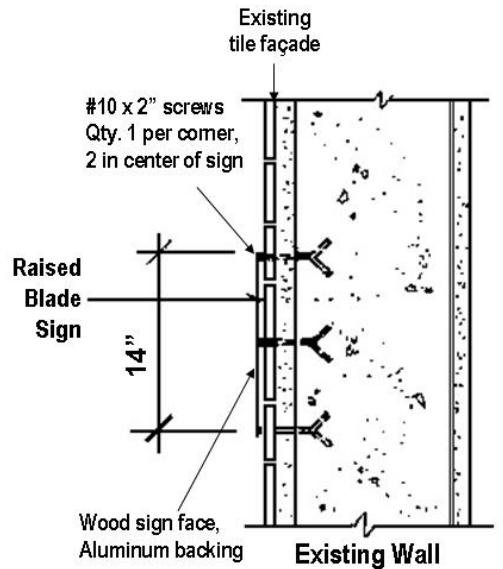
SIGN DETAIL



SIGN DETAIL INCLUDES:

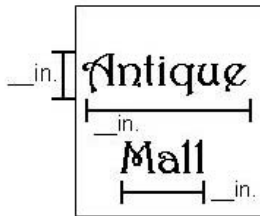
- What sign says
- Dimensions
- Color of letters / graphics
- Color of background
- Materials

**SIGN MOUNTING DETAIL:
BUILDING SIGN**



SIGN ELEVATION PLAN: MONUMENT SIGN

SIGN DETAIL

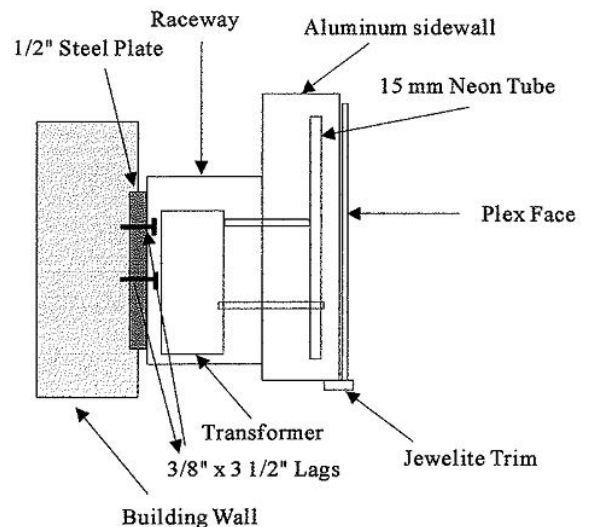


SIGN DETAIL INCLUDES:

- What sign says
- Dimensions
- Color of letters / graphics
- Color of background
- Materials



**SIGN DETAIL:
ILLUMINATED SIGN**





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SIGNS

For more information, refer to the Snohomish Municipal Code (SMC) Title 14; Chapter 14.245, and Title 19; Building Code

ARE THERE SIGNS THAT DO NOT REQUIRE A PERMIT?

Yes. The following types of signs are allowed on private property in all land use designations without a permit (SMC 14.43.060):

- Non-illuminated signs, 2 square feet in area or less (NOT in the Historic District)
- Window signs
- Real estate signs advertising the sale/lease of property
- Traffic or pedestrian directional/warning signs
- Memorial signs/tablets or names of buildings and dates of erection, inlaid into the masonry or constructed of bronze material
- Occupant signs in residential designations (limited to occupant name or address only)
- Signs required by law, statute, or ordinance
- Religious symbols
- Flags bearing the official emblem of a nation, state, municipality, educational institution, or non-commercial organization
- Identification signs for parking lots, 3 square feet in area or less (not for advertising purposes)
- Incidental signs (restrooms, hours of operation, acceptable credit cards, etc.)
- Political signs, as defined and regulated under SMC 14.245.110

WHAT SIGNS ARE NOT ALLOWED?

The following signs are prohibited (SMC 14.245.080):

- Signs or sign structures that in any way conflict with traffic control signs or devices
- Signs that create a safety hazard
- Signs that rotate, move, glare, flash, change, reflect, or blink, including search lights, electronic and digital signs
- Inflatable advertising or attention-getting devices, including balloons
- Signs located in the public right-of-way without approval by the City
- Signs with changeable letters/numbers (except price signs at gas stations)
- Private signs attached to municipal poles
- Portable signs

ARE REQUIREMENTS DIFFERENT WITHIN THE HISTORIC DISTRICT?

Yes. The Snohomish Historic District Design Standards (pg 34-38) contains requirements for signage within the Historic District. For more information, please contact Planning and Development Services at 360-568-3115.

WILL MY SIGN REQUIRE DESIGN REVIEW BOARD APPROVAL?

Only signs located within the Historic District require review from the Design Review Board (DRB). If the sign is not approved by the initial DRB review, it will be recommended for review at the next DRB meeting. Meetings occur the second Wednesday of every month. Five additional drawings will be necessary for meeting review.

WHERE CAN I PUT MY SIGN?

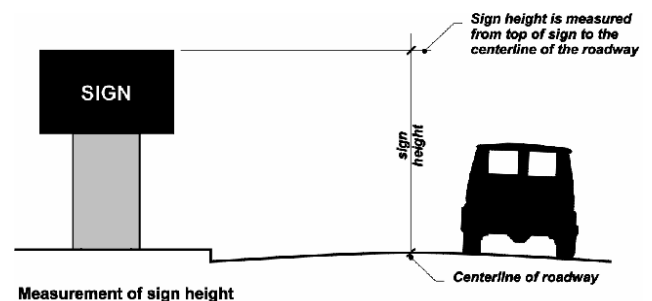
Signs that are not mounted to a building, such as Freestanding Signs, must maintain a 5 foot minimum setback from any property line, and a 6 foot minimum setback from the public right-of-way.

WHAT IS A FREESTANDING SIGN?

A freestanding sign stands directly upon the ground, and is not attached to any structure.

For freestanding signs, allowable sign height/width and square footage of the face area depends upon how many tenants are in the building. See the Freestanding Signs Table in SMC 14.245.065 for maximum allowable limits.

Freestanding sign height is measured from the elevation of the centerline of the adjacent roadway to the top of the frame or sign structure, whichever is tallest.





CITY OF SNOHOMISH

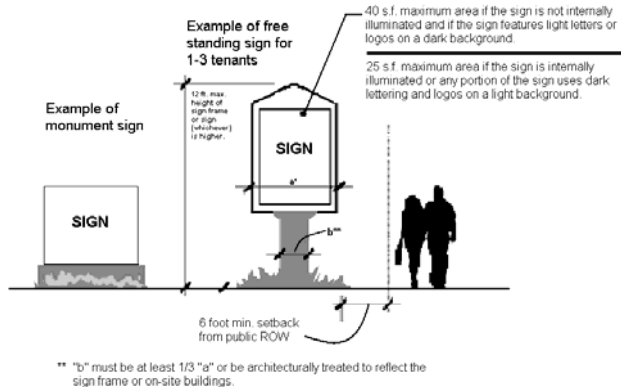
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WHAT IS A MONUMENT SIGN?

A monument sign is a ground based freestanding sign, which is constructed of, or connected directly to, a sign support with a permanent solid base material foundation.

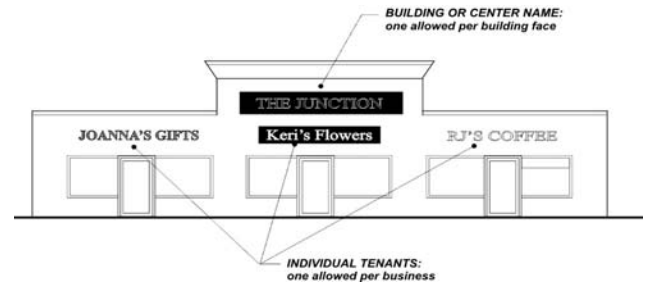
Monument signs conform to the same standards and regulations as Freestanding signs (SMC 14.245.065).



The maximum allowable sign face area for building signs is 25 square feet, plus 10% of the building façade area that faces the main entrance.

Each tenant of the building may display a single building sign, which is less than 3 square feet, and is 8 feet above the ground. The owner or management of the building is responsible for allocation of the sign area among tenants, and must be the co-applicant on all sign permits for the building.

For more information, refer to SMC 14.245.070.



WHAT IS AN A-FRAME SIGN?

An A-frame sign is a self-supporting sign that is shaped like the letter A.

A-frame signs are not allowed within the Historic District. No more than one A-frame sign is allowed per business, and the maximum allowable dimensions are 24" in width and 36" in height.



A-frame signs may be situated within the public right of way, as long as they do not pose a safety hazard to pedestrians or motorists.

For more information, refer to SMC 14.245.075.

WHAT IS A BUILDING SIGN?

A building sign refers to any sign that is painted on, or attached directly to or supported by, an exterior building wall. This includes façade signs, awning signs, canopy signs, and marquees. It does not include window signs.

Building signs cannot extend higher than the building height (including eaves, parapets, roof, or cornices), and must be integrated into the architectural design of the building.

WHAT DOES THE CITY NEED TO REVIEW MY SIGN APPLICATION?

In general, the city requires a completed Sign Permit Application, in addition to 3 copies of a sketch or photograph of the sign, 3 copies of plans for the sign (with dimensions and mounting details), 3 sets of a detailed site plan, a written description of the sign, and color samples, as well as applicable fees.

Requirements vary depending on the type of sign, the location (in or outside of the Historic District), and whether you are the owner or tenant of a building.

To ensure that your application will be processed as quickly as possible, refer to the **Sign Permit Submittal Checklist** before submitting your application, and make sure that you are providing all the necessary information.

Incomplete applications will not be accepted, or will result in an *incomplete application letter*, requesting additional information, and will require further time to process, delaying the installation of your sign.



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SIGN PERMIT APPLICATION

For more information, refer to the Snohomish Municipal Code (SMC) Title 14; Chapter 14.245, and Title 19; Building Code

Date:	City Business License#	Permit #
Job Address:		
Land Use Designation:		HISTORIC DISTRICT
Property Tax #:		<input type="checkbox"/> YES <input type="checkbox"/> NO

PROPERTY OWNER:

APPLICANT (TENANT/LESSEE): same as owner

Name:
Address:
City/St/Zip:
Phone:
Cell Phone:
Email:

Name:
Address:
City/St/Zip:
Phone:
Cell Phone:
Email:

CONTRACTOR:

Firm Name:		Contact Name:	
Address:		City/St/Zip:	
Phone:	Cell / Fax:	Email:	
State License#:		Expiration Date:	

DESCRIPTION OF WORK:

Type of Sign: <input type="checkbox"/> Hanging / Projecting <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Pole <input type="checkbox"/> Monument <input type="checkbox"/> Wall Mounted	Description:		
	Sign Width:	Sign Height:	Sign Square Feet:
	Total Sq. Ft. of Existing Signs on Site:		Total Sq. Ft. of Existing signs for Your Business:
	# Tenants in Building:	Value of Work:	Sign Base Fee: \$50.00
	Plan Ck #	Plan Ck Fee:	Bldg. Fee:
PAID:		Total Due: \$	
<input type="checkbox"/> Base Fee	Date / Receipt#	Date / Receipt #	
<input type="checkbox"/> Total Amount			

A Plan Check fee is due at the time of application, based on the value of work. The Building fee, Base fee, and State Surcharge fee are due when the permit is issued, or can be paid at application.

Signature of Owner/Contractor/Authorized Agent _____ Date _____

Permit Coordinator: _____ Date: _____



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SIGN SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

ALL SIGNS

- Sign Permit Application
- IF A TENANT OR LESSEE** – a letter from the property owner stating the following:
 - Permission for sign installation.
 - Square footage allotment, to indicate that the total signage meets requirements.
- IF PROJECTING OVER PUBLIC RIGHT-OF-WAY:**
 - Signed and recorded Restrictive Covenant.
 - Signed and recorded Agreement.
 - Right-of-Way Use Permit.
- Three (3) copies of a scaled **sketch or photograph** of the sign
- Paint chips or **color rendering** of proposed colors.
- Narrative description of sign materials.
- Three (3) copies of **Sign Plans**, showing:
 - Construction of the sign(s).
 - Details of attachment method, if not freestanding.
- Three (3) sets of a **Site Plan** (including a North arrow, drawn to scale where 1" = 20') showing:
 - Proposed sign location.
 - Location of property lines and streets.
 - Location of existing buildings/structures, and all existing signs.
 - Lineal footage of building façade, including a public entrance.
 - Indication that the sign does not create a sight obstruction (Design & Construction Standards 4.20).
 - Any existing easements.
 - Total square footage of ALL SIGNS on the property.
- Plan Check fee, based on installation costs and value of the sign

BUILDING SIGNS

Additional **SITE PLAN** Requirements (**SMC 14.245.070**)

- Indicate that sign does not extend higher than building eave, parapet, roof, or cornice.

FREESTANDING SIGNS

Additional Requirements (**SMC 14.245.065**)

- Structural plans that include wind and overturn, and lateral design.
Plans must be wet-stamped by a licensed Washington state Architect or Engineer.
- Distances from the proposed sign(s) to property lines and buildings on the site.
- Foundation plan.
- Measurement from grade to all portions of a pole sign for vehicle clearance.

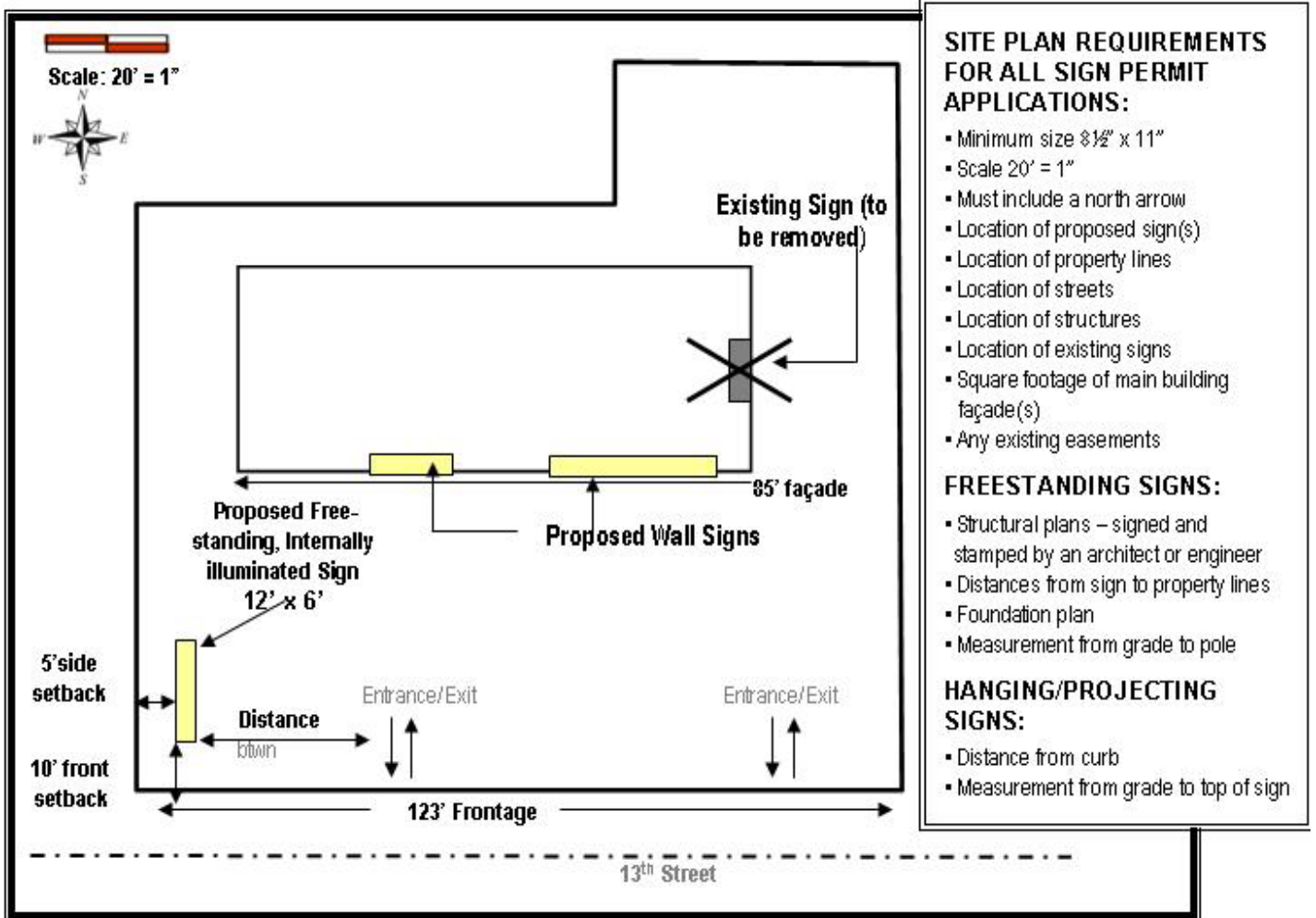
HANGING/PROJECTING SIGNS

Additional **SITE PLAN** Requirements (**SMC 14.245**)

- Distance from curb.
- Measurement from grade to all portions of the sign.

Sample Site Plan

The property owner is responsible for establishing all property lines; a record of survey may be required. Property corners shall be staked. The owner is responsible for providing evidence of compliance.



THE CITY OF SNOHOMISH ENFORCES THE FOLLOWING CODES AND DESIGN REQUIREMENTS

<p>National Electrical Codes enforced by Washington State Department of Labor & Industry</p> <p>2006 International Building Code 2006 International Residential Code 2006 International Mechanical Code 2006 Uniform Plumbing Code 2006 International Fire Code 2005 National Electric Code 2006 Washington State Energy Code 2006 Washington State Ventilation & Indoor Air Quality Code</p>	<p>Washington State Amendments</p> <p>WAC 51-50 WA State Building Code WAC 51-51 WA State Residential Code WAC 51-52 WA State Mechanical Code WAC 51-54 WA State Fire Code WAC 51-56 WA State Plumbing Code WAC 51-57 WA State Plumbing Standards WAC 51-11 WA State Energy Code WAC 51-13 WA State Ventilation and Indoor Air Quality Code WAC 296-46A Safety Standards - Installing Electric Wires & Equipment</p>
<p>City of Snohomish Local Regulations</p> <p>Snohomish Municipal Code Snohomish Public Works Design and Construction Standards Snohomish Historic District Design Standards Snohomish Design Standards and Guidelines Outside the Historic District</p>	<p>City of Snohomish Design Requirements</p> <p>Design Wind Speed: 80 mph (Exposure B or C depending on location) Ground Snow Load: 30 psf (Uniform snow load cannot be reduced) Snowdrift: 25 psf ground snow loads shall be considered Seismic Zone: D₂, E Rainfall: 2 inches/hour for roof drainage design</p> <p>Frost Line Depth: 18 inches Geo-Technical Report: A soils report from a geo- technical engineer may be required for residential construction.</p>

ALL SUBMITTALS MUST BE COMPLETE

For any questions regarding your permit or project, please contact our Permit Coordinator at (360) 568-3115.