



Planning Department

Signs Application Procedure

AHMC
(Airway Heights Municipal Code)
17.24

P.O. Box 969, 13120 W. 13th, Airway Heights, WA. 99001 Phone: 509.244.2552 Fax: 509.244.4746

The City of Airway Heights has adopted specific sign standards for the purpose of insuring the placement of safe, effective signage in all areas within the city. Specific standards are intended to eliminate possible confusion or conflict between commercial signage and traffic-control signals, signs, or devices, reduce the potential visual obstruction signs may cause to the views of pedestrians, visibility of other signs, and building facades when such signs are inappropriately designed or located, aid in the development of a stronger business climate, and allow for placement of signs that will be both functional and attractive in appearance and not detract from the primary purposes within the zone where the sign is located.

SIGN TYPES

Signs come in various shapes and sizes. Sign types may include electric, flashing, projecting, temporary, billboard, bulletin board, and freestanding signs which may be on- or off-premise. Some signs are allowed to be placed without a permit while others require review by the Planning Department and Building Department. These applications are reviewed for compliance with AHMC 17.24, which contains specific design, construction, and location standards. These standards may include the number of signs allowed on a parcel, location, sign height, sign area, and construction methods. It is highly recommended, prior to construction and/or placement of any sign which is not exempt from a permit, the landowner contact the Planning Department to ensure compliance with the sign standards.

2. Multi-sided signs may contain three or more sides. Total sign area shall be that allowed of a two-sided sign unless specifically stated otherwise.
3. Signs or other advertising medium which exceeds fifty (50) feet above grade, require approval of an administrative height variance.
4. Illumination from or upon any sign shall be shaded, shielded, directed or reduced so as to avoid undue brightness, glare, or reflection of light.
5. Exempt signs shall not be included in calculating total sign area.
6. Signs which co-locate on an existing pole sign structure shall be allowed an increase of fifty percent (50%) in total sign area for the pole sign structure (for example, a pole structure with two signs would be allowed a total sign area of 225 square feet).

WHAT TO SUBMIT (AHMC 17.24.100)

All applications shall include the following, including any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed Land Use Application
- Supplemental Information Form
- Site Plan (if pole sign)
- Location Drawing (if attached to a building)
- Engineered Designed Plans (if pole sign)

GENERAL REQUIREMENTS (AHMC 17.24.030)

1. Sign area standards shall allow for a second side of equal sign area unless specifically stated otherwise (Example - maximum sign area is 150 square feet, total sign area would actually be 300 square feet, front and back).

EXEMPT SIGNS (AHMC 17.24.040)

The following signs or displays shall not require a sign permit, provided that these exemptions shall not be construed as relieving the owner from responsibility to comply with the provisions of this Chapter, or Airway Heights Municipal Code.

1. Traffic and directional signs installed by a governmental entity;
2. Official public notices;
3. The flag of a government or public institution;
4. Exterior building signs not visible from streets or other public rights-of-way;
5. Plaques, tablets, or inscriptions indicating the name of a building, its date of construction, or other commemorative information which are attached flat to the building;

6. Nameplates attached to a residential structure which indicate only the name and address of the occupant of the premises;
7. Signs which are painted or mounted on delivery vehicles or other operable commercial vehicles, which are licensed, operable, and primarily used for transportation and commerce;
8. Temporary signs
9. Informational warning signs, such as “No Trespassing,” “No Dumping,” “No Parking,” etc.,
10. Informational service and directional signs, such as “Customer Parking,” “Driveway Entrance,” “Exit,” “Open House,” etc., not to exceed seven (7) square feet.
11. Incidental signs not to exceed seventy-two (72) inches in height and twenty-four (24) square feet of area.
12. Window signage, provided that no more than fifty percent (50%) of the total building window surface area may be covered.
13. Signage painted on building walls (does not include wall signs)

Planning Department	509.244.2552
Building Department	509.244.5514
Fire Department	509.244.3322
Public Works	509.244.5429



NOTES

PERMITTED SIGNS (AHMC 17.24.060)

The following signs or displays may be allowed upon approval of a sign permit, and subject to the requirements of Chapter 17.27.070, Table 1:

- A. Bulletin boards
- B. Projecting or hanging signs:
- C. Wall signs
- D. Monument signs
- E. Awning signs (only in commercial, industrial, and mining zones)
- F. Aerial signs
- G. Bus bench signs
- H. A-frame signs
- I. Other signs upon review and approval of the Community Development Director

CONTACTS

City of Airway Heights