



Sign Permit Supplemental Information Form

File Number: _____
Date Received: _____
Received By: _____
Fee: _____

Planning Department

13414 W Sunset Highway, Airway Heights, WA., 99001 Phone: 509.244.2552 Fax: 509.413.1382

****THIS FORM MUST ACCOMPANY A GENERAL LAND USE APPLICATION****

PROJECT NAME: _____

Type of Sign:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Off Premise Sign | <input type="checkbox"/> Bulletin Board | <input type="checkbox"/> Awning Sign |
| <input type="checkbox"/> Monument Sign | <input type="checkbox"/> A-Frame/Sandwich | <input type="checkbox"/> Aerial Sign |
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Projecting/Hanging Sign | <input type="checkbox"/> Bus Bench |
| <input type="checkbox"/> Subdivision/MHP Sign | <input type="checkbox"/> Electronic Readerboard | <input type="checkbox"/> Other: _____ |

Is the sign located on the same parcel as the business or enterprise advertised? Yes No

- A detailed site plan must be submitted with sign permit application. Site plan must include:
 - Location of all signs on adjacent properties if an off-premise sign.
 - Location of any public rights-of-way adjacent to the proposed sign.
 - Location of sign in relation to SR-2 right-of-way, if property is adjacent to.
- If a pole sign, plans must be prepared by a licensed engineer. (Some exceptions may apply, contact Building Department at 509.244.5514 for more information.)
- If an attached sign, plans must show location where and include attachment details.
- Location of all openings which allow light, ventilation, or emergency access in close proximity to attached sign.

DESCRIPTION OF PROPOSAL

Description of Proposed Sign (copy type, color, etc.): _____

Proposed Start Date: _____ Proposed Completion Date: _____

Will this project be phased: Yes No ****Phasing schedule must be shown on plans****

SIGN AREA

The entire area of a sign on which copy is to be placed. The structure supporting the sign is not included in determining the area of the sign, unless the structure is designed in a way to form an integral background for the display. Sign area shall be calculated by measuring the perimeter enclosing the extreme limits of the module or background containing the advertising message, copy, graphic symbol, or nonstructural trim.

Total Sign Area: _____ Sq. Ft Total Sign Height: _____ Ft.

Will the sign be illuminated? Yes No Method of Illumination: _____

Will landscaping be placed around the sign? Yes No Landscaping identified on the site plan? Yes No

Description of landscaping: _____

Signature

I, the undersigned, swear or affirm under penalty of perjury that the above responses are true and correct to the best of my knowledge.

Applicant/Landowner/Agent

Date