



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

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?

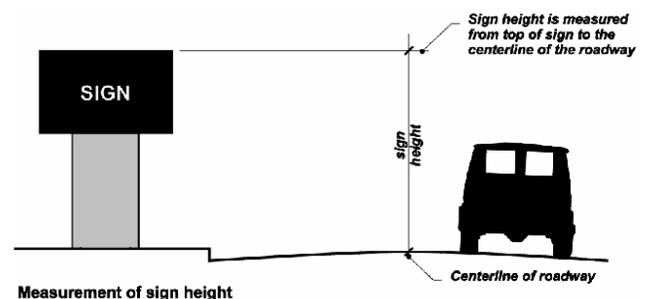
Signs that are not mounted to a building, such as Freestanding Signs, must maintain a 5 foot minimum setback from any property line, and a 6 foot minimum setback from the public right-of-way.

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.





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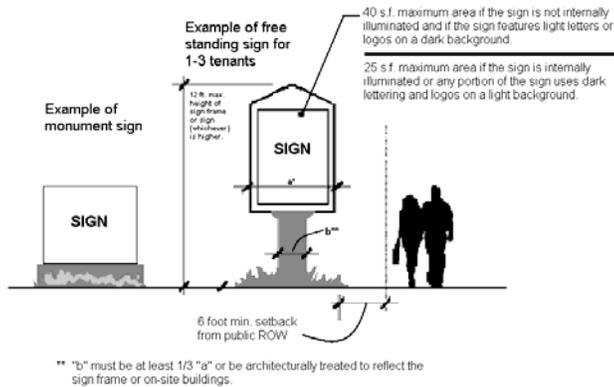
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WHAT IS A MONUMENT SIGN?

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.

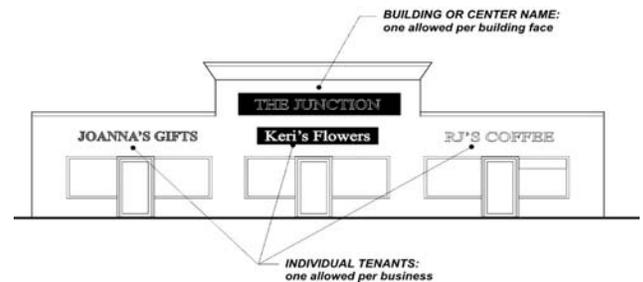
Monument signs conform to the same standards and regulations as Freestanding signs (SMC 14.245.065).



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.

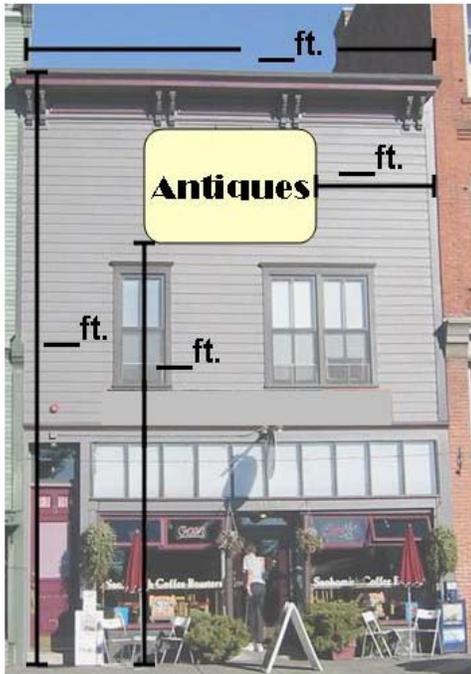
Incomplete applications will not be accepted, or will result in an *incomplete application letter*, requesting additional information, and will require further time to process, delaying the installation of your sign.

WELCOME TO THE CITY OF SNOHOMISH

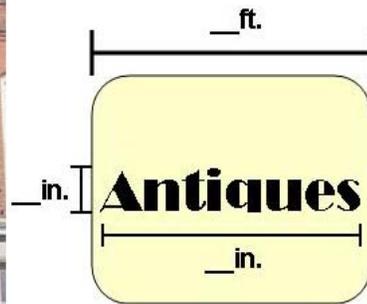
We look forward to working with you to achieve a project that will be a source of pride for you and the City. We also want to ensure that project review is completed in an efficient, timely manner and based on functional and enforceable guidelines, criteria and standards. In order to achieve this, all 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



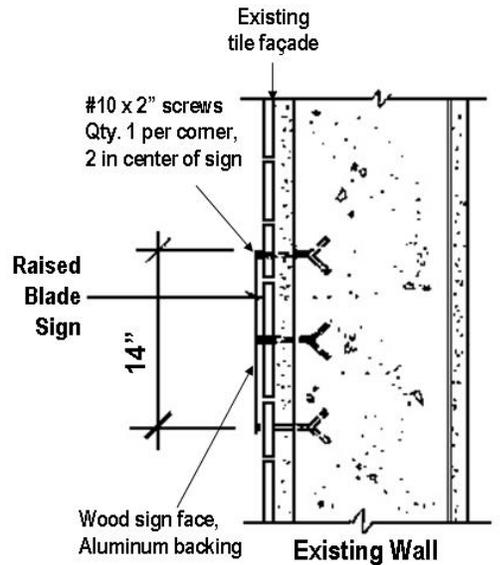
SIGN DETAIL



SIGN DETAIL INCLUDES:

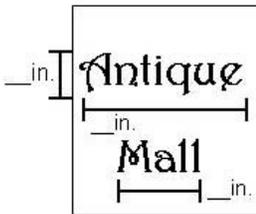
- What sign says
- Dimensions
- Color of letters / graphics
- Color of background
- Materials

**SIGN MOUNTING DETAIL:
BUILDING SIGN**



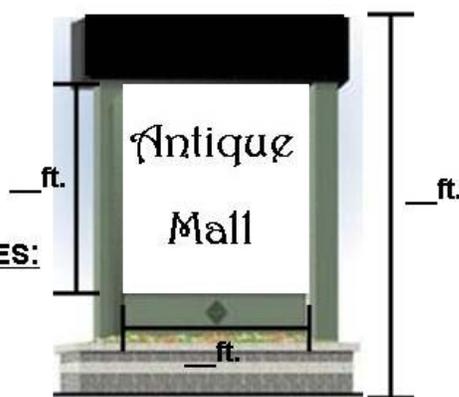
SIGN ELEVATION PLAN: MONUMENT SIGN

SIGN DETAIL

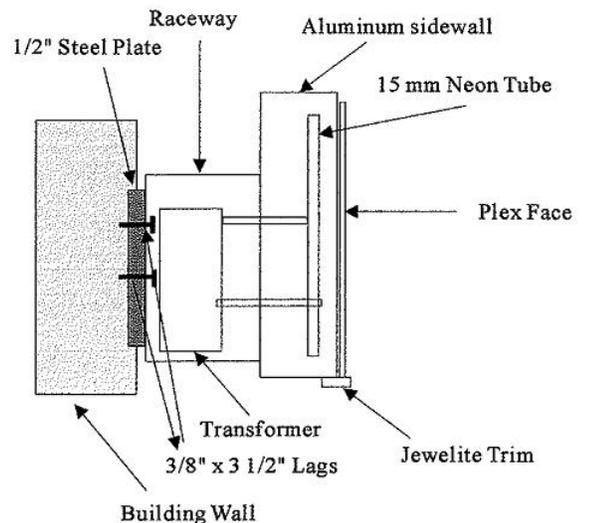


SIGN DETAIL INCLUDES:

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



**SIGN DETAIL:
ILLUMINATED SIGN**



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.

