



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890
116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375
INSPECTION REQUEST LINE (360) 282-3172

SIGN SUBMITTAL CHECKLIST

INCOMPLETE SUBMITTALS WILL **NOT** BE ACCEPTED

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:**
 - Right-of-Way Hold Harmless Agreement.
- Three (3) copies of a scaled **sketch or photograph** of the sign, showing proposed colors.
- Three (3) copies of **Colored elevations**, drawn to scale or photo-simulated, showing the size of the sign in relation to the building and its architecture, the location of the sign, all details of construction, colors and textures; with dimensions showing ground clearance, length, height, width and projection.
- Narrative description of sign materials.
- Three (3) copies of **Sign Plans**, showing:
 - Construction of the sign(s).
 - Details of attachment method, if not freestanding.
- Completed Sign Area Worksheet
- Fees based on installation costs and value of the sign

BUILDING SIGNS

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

- Indicate on elevations 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.
- Foundation plan.
- Measurement from grade to all portions of a pole sign for vehicle clearance.
- 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.

HANGING/PROJECTING SIGNS

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

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

ADDITIONAL ITEMS FOR SIGNS IN THE HISTORIC DISTRICT

Refer to Historic District Design Standards

- Current color photographs** of the property and/or structure, particularly any side or features affected by the proposed sign, and accurately represents the present condition, materials and textures
- Physical samples** of all materials proposed for use on the sign, *if other than wood, glass, or metal.*