



Community Planning & Economic Development  
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## Supplemental Application NON-RESIDENTIAL SIGN PERMIT

STAFF USE ONLY	DATE STAMP
<h1 style="font-size: 48px; margin: 0;">LABEL</h1> <p style="margin: 10px 0;">PLEASE NOTE:            ALL APPLICATIONS AND SITE PLANS            MUST BE COMPLETED IN BLACK OR            BLUE INK <u>ONLY</u></p>	<p style="margin: 0;"><b>Intake by:</b> _____</p>

**This application cannot be submitted alone. In addition to this form, a complete package includes:**

Applicant Use	SUBMITTAL CHECKLIST	Staff Use Only
	Master application.	
	Site plan (see attached checklist).	
	Photos and dimensions of all existing signs on-site.	
	Two sets of plans.	
	Two copies of structural calculations, if required.	
	Landscape plan, if required.	
	Applicable processing fees. <i>Refer to current fee schedules. Depending on the adopted fee structure, additional fees may occur if base hours/fees at intake are exhausted.</i>	

SITE / BUSINESS INFORMATION	
Business Name: _____	Site Address: _____
Tenant Name: _____	Phone No.: _____
Name of Shopping Center or Business Park: _____	
Zoning District: Rural County _____	Lacey UGA _____ Tumwater UGA _____
Olympia UGA _____	Grand Mound Urban Growth Area _____
Is this a new business? YES NO	Value of Work to be completed: _____
When was the business established? _____	
If this is a new business, what is the project number for which the business obtained approval under? _____	
What is the square footage of the floor area for the business? _____	

<b>CONTRACTOR</b>			
Contractor Name: _____			
Company Name: _____			
License #: _____	Expiration Date: _____		
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____	Cell Phone: _____	Fax: _____	
E-mail Address: _____			

<b>ENGINEER</b>			
Engineer Name: _____			
Company Name: _____			
License #: _____	Expiration Date: _____		
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____	Cell Phone: _____	Fax: _____	
E-mail Address: _____			

<b>WALL SIGNS: Awning, Channel Letters, Cabinet, etc.</b>				
	Sign Surface Area (Sq. Ft.)	Square Footage of Entire Wall Area	Illuminated? No/Internal/External	Distance of Sign Projection from Face of Building
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

<b>FREESTANDING SIGNS - Monument, Pole, Development Signs, Ground Sign, Billboards, etc.</b>						
	Sign Type	Sign Surface Area	Overall Sign Height	Illuminated? No/Internal/External	Reface? Yes/No	Length of Street Frontage
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
What is the setback from property lines?		FRONT _____	SIDE _____	REAR _____		

### Non-Residential Sign Supplemental and Site Plan Checklist

This application shall contain and/or address the following in a clear, accurate and intelligible form. Submit this checklist with your application. Check the box for each item addressed. Provide an explanation for any unchecked item.

Applicant Use		Staff Use Only
	1. One copy of a site plan, drawn to scale (standard engineer scale) on 8 ½" x 11" or 11" X 17" sheet which depicts the following:	
	a. A north arrow, map scale, date and site address.	
	b. Property line dimensions for <u>all</u> property lines.	
	c. The location of all existing structures.	
	d. All means, existing vehicular and pedestrian ingress and egress to and from the site, such as driveways, streets and fire access roads, including existing road names and existing county and state right-of-way.	
	e. The location of all existing easements.	
	f. The location of all existing public and on-site utility structures and lines, such as on-site septic tanks, drainfields and reserve areas, water lines, wells and springs.	
	g. The location of all critical areas including, but not limited to, shorelines, wetlands, streams, flood zones, lakes, high groundwater and steep slopes must be shown.	
	h. Vicinity sketch, at a scale of not less than three (3) inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways.	
	i. Location of existing parking areas.	
	j. Location of existing landscaped areas.	
	k. Identify the location of proposed signage	
	2. If proposing multiple signs, assign a sign number to each sign to synchronize with the sign application.	
	3. Wall Signs – Submit two sets of plans, drawn to scale (standard engineer scale), showing the following:	
	a. The proposed sign, and if illuminated, the method of illumination.	
	b. Scaled drawings of the building elevation, showing the proposed sign	
	c. Attachment detail showing sign material/building type (wood/brick) and size/type of fasteners.	
	d. Show location of existing signs.	
	4. Freestanding Signs – Submit two sets of plans, drawn to scale (standard engineer scale), showing the following:	
	a. Dimensional drawings showing the type of sign including the support structure and height of the sign, and if illuminated, the method of illumination.	
	b. Footing detail of sign.	
	c. Landscape Plan	
	d. Location of freestanding sign and distance from adjacent right of way.	