



# On-Premise and Off-Premise Departures

**What type of departure are you requesting? Check all that apply below:**

- ON-PREMISES SIGNAGE** for a use located in a commercial, mixed use, public or manufacturing zone.

Sign departures from:

- 1. Sign location;
- 2. Sign size. If you are requesting larger signage, you must demonstrate that the signage would be proportionate to the size of the building(s). In no case shall the signage exceed 130 percent of the allowable square footage. Allowable square footage is based on the length of the building along one street - for every one lineal foot of building frontage up to 1 square foot of signage may be allowed.
- 3. Sign height (single-pole signage is not permitted);
- 4. Number of signs;
- 5. Amount of internally or externally illuminated signage.

- OFF-PREMISES DIRECTIONAL SIGNAGE** for:

- a. Seasonal agricultural uses allowed in residential zoning districts.
- b. Public uses, not-for-profit community groups and events, and other similar uses.
- c. Conditional use in a residential zone. If you do not have an approved conditional use permit (CUP) from the City, you will need to apply for that first. If you have a CUP but wish to modify it in some way, you may apply for a conditional use permit modification (PTMC section [17.84.110](#)).

## ***BEFORE YOU CONTINUE:***

If you answer yes to the following questions, you must first receive a Historic Preservation or Commercial Design Review committee recommendation and submit it with this application.

**IS PROPOSED SIGNAGE IN THE HISTORIC DISTRICT?** If your proposed signage is within the Historic District (portions of Uptown and Downtown) you must first present your request to be reviewed by the Historic Preservation Committee, or Planning & Community Development staff (staff can only review pre-approved colors and fonts). Fees are in addition to the departure fees below. Ask staff for more details.

**WOULD PROPOSED SIGNAGE BE ABOVE 17 FEET?** If your proposed signage includes a departure to exceed the 17 foot height limit and it would be within the commercial zones C-I, C-II or C-II (H), you must first submit a Commercial Design Review application. More than half of the committee must approve your request. Fees are in addition to the departure fees below. Ask staff for more details.

**Note:** The director may deny a departure if he or she concludes that such departure does not meet the criteria as specified below. You may appeal the director's decision to the Hearing Examiner through the appeal process for a Type 1-A application.

**You will need to submit the following items with this application:**

**Fees:**

Temporary Sign Departure for 1 Sign (15 days or less) \$57.50  
Plus an additional \$5.00 for each additional sign, up to seven temporary signs.

Seasonal Temporary Sign Departure for 1 Sign (Up to 9 months) \$109.00  
Plus an additional \$10.00 for each additional sign, up to seven temporary signs.

Permanent Sign Departure for 1 Sign \$213.00  
Plus an additional \$10.00 for each additional sign.

NOTE: Building plan review is required for monument or projecting signs;  
an additional \$99.00 is required for plan review.  
See staff for more information.

**Signage Plan Contents (2 copies):**

1. Existing on-premises signage:
  - a. Sign type and quantity;
  - b. Sign area (square feet) for each sign and total area of all on-premises signage;
  - c. Sign location (on a scaled site plan).

*If off-premises signage is proposed, add:*

2. Proposed off-premises signage:
  - a. Sign type and quantity (include a scaled drawing of each proposed off-premises sign);
  - b. Sign area (square feet) for each proposed off-premises sign and total area of all off-premises signs;
  - c. Proposed off-premises sign location(s) on a scaled site plan.

**A Written Statement Responding to the Following Criteria (2 copies):**

**For On-Premises Signage:**

1. Explain how the signage departure would better serve the public interest as defined by the city's comprehensive plan, regulations and other adopted plans and policies.
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2. Explain how the requested signage would be more innovative and appropriate for the site and/or use than that allowed by the Sign Code.
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3. Explain how the proposal meets and exceeds the intent of the sign standard(s) as compared to a strict application of the established standard(s). (For example, a large building may need a larger amount of signage to be in proportion to its size.)

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**For Off-Premises Directional Signage:**

1. If the sign is associated with seasonal agricultural uses in residential zoning districts:  
a. Describe how far the use is from developed commercial districts. Explain why you feel that without the sign(s), residents and visitors would likely be unaware of the use.

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b. Describe the streets accessing your use – are they fully developed or gravel roads?

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c. If it is difficult to locate the use, please explain why (e.g., due to the complexity and length of roads that provide access to the site).

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d. Explain why you feel that the proposed number of sign(s) are the minimum necessary to provide directions to the use.

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2. If the signage is for public uses, not-for-profit community groups and events, and other similar uses, please explain the rationale for the number and locations of the requested off-premises signs. (Note: the code allows a maximum of seven signs. Signage can only be placed at major intersections within two miles of the use.).

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