

SIGN PERMIT APPLICATION

For Signs *OUTSIDE* the Historic District

- DO NOT CONSTRUCT SIGNS UNTIL YOU HAVE A SIGN PERMIT -

Please review Port Townsend's sign regulations before applying for a permit

<u>FOR DEPARTMENT USE ONLY</u>	Application # SNP _____
<input type="checkbox"/> Sign Permit Fees: _____ (\$109.00 first sign; contact staff for fees for more than one sign)	
<input type="checkbox"/> For projecting and monument signs: <u>additional \$104.00</u> for building plan review	

Business Name:	Phone:
Site Address:	
Site Parcel #:	
Business Owner Name	
Email:	
Mailing Address (If different from site)	State/Zip:
Property Owner's Name (If different from business owner)	
City Business License #:	Expiration Date:
Sign Maker Name:	Phone:
ZONING DISTRICT:	

Please provide two sets of the following with this application:

1. **Location Drawing** of all existing signs (if applicable) and the proposed new sign(s). Indicate the setback distance from the public right-of-way.
2. **Elevation Drawing** of the sign height from nearby grade level to the top of the sign.
3. **Sign Drawing** showing:
 - **Building wall material** (i.e. brick, wood, etc.).
 - **Method of attachment including hardware quantity, size, material and type** (i.e. six 3/4" x 4" galvanized steel bolts).
 - **Sign dimensions** (i.e. color drawing or photo showing sign height, lettering, structural and footing detail(s), material specifications, illumination (if applicable), and front and end views of awning signs).
 - **Projecting and monument signs:** engineered calculations for wind load may be required.

Note: sandwich board signs are not allowed outside of the National Historic Landmark district. If you are unsure if your location is inside or outside the district please call staff at 379-5095.

PROPOSED SIGN(S):				
	Type of Sign <i>[Wall (flat against building); Projecting (perpendicular to building); Monument (base on ground); temporary signs (portable); Canopy (awning)].</i> <i>Includes relocated and/or redesigned signs for a new business.</i>	Width & Height	Sign Area (square feet)	Location (which side of building or street)
1				
2				
3				
4				
5				
TOTAL SQUARE FOOTAGE:				

EXISTING SIGN(S) (if applicable): Please note the permit number or year of the sign permit, if known.				
	Type of Sign and Permit Number/Year <i>[Wall (flat against building); Projecting (perpendicular to building); Monument (base on ground); temporary signs (portable); Canopy (awning)].</i>	Width & Height	Sign Area (square feet)	Location (which side of building or street)
1				
2				
3				
4				
5				
TOTAL SQUARE FOOTAGE:				
TOTAL OF ALL PROPOSED & EXISTING SIGNS: SQUARE FEET				

Will any sign:

Be illuminated?

Yes No

If yes, total lighting, External or Internal = _____ square feet

Be neon lighting or “neon type” (including “OPEN” signs)?

Yes No

If yes, total “neon” = _____ square feet.

Note: flashing signs are not allowed per PTMC 17.76.070.D.

Sign regulations may be found in the Port Townsend Municipal Code Section 17.76. It is available on the web – go to the City website www.cityofpt.us and under the Links menu, select Municipal Code, and go to Title 17, then Section 17.76.

All subject applicants and property owners must sign the application below to signify agreement with the proposed application.

The Applicant below hereby certifies that all of the above statements and information contained in any exhibits, plot plans, or other transmittals made herewith are true and provide an accurate presentation of the proposed project. The Applicant(s) acknowledges that any action taken by the City of Port Townsend based in whole or in part of this application may be reversed if it develops that any such statement or other information contained herein is false.

The undersigned hereby saves and holds the City of Port Townsend harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature arising from any noncompliance with any restrictive covenants, plat restrictions, deed restrictions, or other restrictions which may have been established by parties other than the City of Port Townsend.

Applicant Signature

Date

Applicant Signature

Date

Property Owner Signature

Date

