

SIGN PERMIT APPLICATION

For Signs WITHIN 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

Application # <u>SNP</u> _____	Application # <u>HPC</u> _____
<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	
In addition to the above sign permit fees, signs require Historic Preservation Committee (HPC) review through a separate permit for either:	
<input type="checkbox"/> Administrative Review – when pre-approved colors <u>and</u> fonts are used: <u>additional \$57.50</u> ; OR	
<input type="checkbox"/> Committee Review – when colors or fonts not on pre-approved list: <u>additional \$109.00</u> .	

Business Name:	Phone:
Site Address:	Zoning District:
Site Parcel #:	
Business Owner Name:	Phone:
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:

Please provide two sets of the following (or seven sets if committee review) with your 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), illumination (if applicable), and front and end views of awning signs.
 - **Projecting or Monument Sign:** engineered calculations for wind load may be required.
4. **For Sandwich Board signs** provide:
 - Proof of liability insurance (see Sandwich Board handout for details)
 - Method of construction and anchoring

Sign Permit Application

PROPOSED SIGN(S):								
	Type of Sign <i>[Wall (flat against building); Projecting (perpendicular to building); Monument (base on ground); Sandwich Board (portable); Canopy (awning)]. Includes relocated and/or redesigned signs for a new business.</i>	Width & Height	Sign Area (square feet of Width x Height)	Location (which side of building or street)	Lettering Color: (If from Pre-approved Color Palette, fill-in PT # :)	Background Color: (If from Pre-approved Color Palette, fill-in PT # :)	Border Color: (If from Pre-approved Color Palette, fill-in PT # :)	Lettering Font Name: (If from Pre-approved Font List fill-in Name :)
1					PT	PT	PT	
2					PT	PT	PT	
3					PT	PT	PT	
4					PT	PT	PT	
5					PT	PT	PT	
TOTAL SQUARE FEET:								
EXISTING SIGN(S) (if applicable):								
	Type of Sign <i>[Wall (flat against building); Projecting (perpendicular to building); Monument (base on ground); Sandwich Board (portable); Canopy (awning)]</i>	Width & Height	Sign Area (square feet)	Location (which side of building or street)	Sign Permit Number and Date Issued, if known			
1					Permit # _____	Year issued _____		
2					Permit # _____	Year issued _____		
3					Permit # _____	Year issued _____		
4					Permit # _____	Year issued _____		
5					Permit # _____	Year issued _____		
TOTAL SQUARE FEET:								
TOTAL OF ALL PROPOSED & EXISTING SIGNS IN SQUARE FEET								

Will any of the proposed signs include:

Colors other than those on the pre-approved color palette? Yes No

If yes, show on an attached color drawing.

Lettering other than those on the pre-approved font list? Yes No

If yes, show on an attached drawing.

Illumination? Yes No

If yes, total lighting, External or Internal = _____sq. ft.

Neon lighting or neon-type lighting (including "OPEN" signs)? Yes No

If yes, total neon = _____sq. ft. *Note: flashing signs are not allowed per PTMC 17.76.070.D.*

A Sandwich Board sign? Yes No

Sandwich board signs must be properly constructed and maintained; ask staff for more information.

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 17.76.080 for signs within the Historic District.

Sign Permit Application

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

For Sandwich Board Signs only:
Signature of Property Owner of off-site location
where Sandwich Board sign will be placed

Date

