



City of Lake Stevens
1812 Main Street P.O. Box 257
Lake Stevens, WA. 98258

Sign Permit Application

(Completed in addition to Land Use Development Application, Type I)

Community Development
(425)377-3235 (425)212-3327 fax

Date of Application: _____
Staff Initial: _____
Permit Number: _____

Property Information

Site Address:
Parcel No:
Business Name:
Zoning:

Proposed Signage

Type of Sign:
Number of Signs:
Single or Double Face:
Square Feet of First Floor:
Square Feet of Identification Signage:
Square Feet of Advertising:

Existing Signage

Type of Sign(s):
Number of Signs:
Single or Double Face:
Square Feet of First Floor:
Square Feet of Identification Signage:
Square Feet of Advertising:

Contractor

Name:	Telephone:
Address:	Fax:
City/State/Zip:	E-Mail:
Contractor License #:	City Business License #:

Please refer to LSMC 14.68.120 for Miscellaneous Restrictions and Prohibitions



Sign Permit Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

Applicant / Staff Verify

___ / ___ Completed application form.
Please note that existing signage must be listed for the entire lot and/or commercial development, with total sign square footage listed.

___ / ___ Completed Land Use Development Application, Type I

___ / ___ Statement of Ownership/Applicant Authority

___ / ___ Site Plan (2 sets) of entire legal lot containing the following:
___ / ___ (a) Property line dimensions
___ / ___ (b) Location of all existing buildings in the entire development
___ / ___ (c) Location of new sign
___ / ___ (d) Tax Account Number
___ / ___ (e) North arrow, scale, date of preparation

___ / ___ Structural Details (2 sets) of the sign containing the following:
___ / ___ (a) Dimensions of the sign and/or logos
___ / ___ (b) Sign lettering and/or logos
___ / ___ (c) Height of letters and/or sign panel
___ / ___ (d) Elevation from finished grade to top of sign
___ / ___ (e) Complete structural details to 2009 IBC specifications

___ / ___ Copy of Sign Contractor's Registration License (issued by Labor and Industries)

___ / ___ Plan Check Fee (other fees to be paid at issuance)

POLE SIGNS ONLY (in addition to all the above)

___ / ___ Location of all signs on site
___ / ___ Distance of new sign to property line
___ / ___ If pole connected above-ground, structural plans must be signed and wet stamped by a licensed WA state architect or engineer
___ / ___ Location of septic tanks and drain fields



Planning and Community Development
 1812 Main Street, P O Box 257
 Lake Stevens WA 98258
 Phone Number (425) 377-3235

To Be Completed By Staff Date of Application _____ Staff Initials _____ Permit Number: _____
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TYPE I AND II – ADMINISTRATIVE DECISIONS LAND USE DEVELOPMENT APPLICATION

Check One

TYPE I

TYPE II

- Administrative Design Review
- Administrative Modification
- Boundary Line Adjustment
- Change of Use
- Code Interpretation
- Fireworks Stand
- Grading Permit, 100 cubic yards or less
(Cut = _____ Fill = _____)
- Home Occupation
- Master Sign Program
- Other _____
- Reasonable Use Exception
- Shoreline Exemption
- Sign
- Temporary Use

- Administrative Conditional Use
(formerly Special Use)
- Binding Site Plan
- SEPA Review
(16.08.015 Early Environmental Review)
- Shoreline Substantial Development
- Short Plat Alteration
- Short Plat Final
- Short Plat Preliminary
- Short Plat Vacation
- Site Plan Review

Property Information	Site Address:	
	Assessor Parcel No:	Area of property: _____ square feet or _____ acres
	Land Use Designation:	Zoning:
	Number of Buildings on Site/ Number to be Retained:	
	Existing Impervious Surface Area:	Proposed Impervious Surface Area:
Applicant	Name/Company:	
	Address:	City/State/Zip:
	Phone:	Applicants relationship to owner:
	Fax:	Email:
Primary Contact	Name/Company:	
	Address:	City/State/Zip:
	Phone:	Email:
	Fax:	

Property Owner	Name/Company:				
	Address:			City/State/Zip:	
	Phone:			Email:	
	Fax:				
Project Description	Proposed project/land use (attach additional sheets if necessary):				
Building Information	Gross Floor Area of Existing and Proposed Buildings:				
	Bldg 1:	Bldg 2:	Bldg 3:	Bldg 4:	Bldg 5:
	Gross Floor Area by Use of Buildings (please describe use as well as floor area):				
	Use 1:		Use 2:		
	Use 3:		Use 4:		

You may not begin any activity based on this application until a decision, including the resolution of any appeal, has been made. Conditions or restrictions may be placed on your permit if it is approved. After the City has acted on your application, you will receive notice of the outcome. If an appeal is filed, you may not begin any work until the appeal is settled. You may also need approvals from other agencies; please check this before beginning any activity.

If you suspect that your site contains a stream or wetland or is adjacent to a lake; you may need a permit from the state or federal government.

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

Signature of Property Owner/Agent

Date of Application

By affixing my signature I certify that I am the legal owner of the property for which this application is issued or an authorized agent of the owner.



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To be completed by staff

Date of Application: _____
Permit Number Assigned: _____
Staff Initials: _____

STATEMENT OF OWNERSHIP/APPLICANT AUTHORITY

I certify or declare under penalty of perjury under the laws of the state of Washington that:

1. This application is authorized by the all the land owners with authority to bind the land/property;
2. That the developer is operating under the land owner's authority;
3. That the developer and/or landowner is either an individual or a duly formed and qualified corporation, partnership, or other legal entity; and
4. That the person signing all applications or other legal documents is authorized by the legal entity and/or landowner to do so; and
5. That the application and submittals are true and correct to the best of my information.

Applicant

Signature: _____
Name: _____
Address: _____

Phone: _____
E-mail address: _____

Property Owner #1

Signature: _____
Name: _____
Address: _____

Phone: _____
E-mail address: _____

Agent (other than applicant)

Signature: _____
Name: _____
Address: _____
Phone: _____
E-mail address: _____

Property Owner #2

Signature: _____
Name: _____
Address: _____
Phone: _____
E-mail address: _____

(Continued on Back)

