SIGN PERMIT APPLICATION

Community and Economic Development
City of Arlington • 18204 59th Ave NE • Arlington, WA 98223 • Phone (360) 403-3551

This application is for new, refaced, modification of existing sign, or removal of sign(s). If your building or development has a Master Sign Program, please use the Master Sign Application.

ELECTRONIC FILES SUBMITTAL REQURIEMENTS:
☐ STRUCTURAL CALCULATIONS *(where applicable)*
☐ COMPLETE PLANS
☐ SITE PLAN - All existing and proposed signs need to be shown on the site plan.

MULTI-TENANT:
☐ Is the building occupied by more than one tenant? ☐ Yes ☐ No
☐ Number of tenants and/or available business spaces on property: _____
☐ Is there a City-approved Master Signage Plan for the building? If so, what is the file number: _____

IF A TENANT OR LESSEE: a letter from the property owner or Lease Agreement stating the following:
☐ Permission for sign installation.

IF HANGING, CANOPY, MARQUEE OR PROJECTING SIGNS OVER PUBLIC RIGHT-OF-WAY:
☐ Distance from curb.
☐ Measurement from grade to bottom of the sign.
☐ Right-of-Way Hold Harmless Agreement.
☐ Right-of-Way Use Permit.

Type of Permit:	☐ New Sign	☐ Modification of Existing Sign	☐ Sign Removal
Type of Sign:	☐ Wall Sign ☐ Window Sign ☐ Freestanding Sign		
	☐ Hanging Sign ☐ Marquee Sign ☐ Canopy Sign ☐ Projecting Sign		
Illumination:	☐ No Illumination ☐ Interior Illumination ☐ External Illumination ☐ Readerboard		

Property Address: _____	Suite Number:	_____
Project Valuation: _____	Preferred Contact:	☐ Owner ☐ Contractor
Scope of Work:		
Business Name: _____	Business Phone No.:	_____
Owner/Applicant Name: _____	Phone No.:	_____
Email Address: _____	Cell No.:	_____
Mailing Address: _____ City: _____	State:	Zip:
Contractor Name: _____	Office No.:	_____
Email Address: _____	Cell No.:	_____
Mailing Address: _____ City: _____	State: _____	Zip: _____
L&I Contractor License Number: _____	Expiration Date:	

BUILDING INFORMATION

Zoning Designation: _____ Zoning Overlay Designation: _____

Building Total Length: _____ Building Total Square Footage: _____

Total Number of Suites: _____ How many floors contain Suites for lease: _____

Is the development located on a corner lot? ☐ Yes ☐ No

Is the development located on a lot that is bordered by two public streets? ☐ Yes ☐ No

If yes, do the streets intersect at the lot's boundaries? ☐ Yes ☐ No

EXISTING SIGNS ASSOCIATED WITH THE BUSINESS
WALL(W), CANOPY(C), HANGING(H), MARQUEE(M), PROJECTING(P) OR FREESTANDING(F)

Suite#	Type of Sign	Façade (N, S, E, W)	Height	x	Width	=	Square Footage	Company Name	Removal	
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No

EXISTING SIGNS ON-SITE: *Exclude Proposed Signs*
WALL(W), CANOPY(C), HANGING(H), MARQUEE(M), PROJECTING(P) OR FREESTANDING(F)

Suite#	Type of Sign	Façade (N, S, E, W)	Height	x	Width	=	Square Footage	Company Name	Removal	
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No
				x		=			☐ Yes	☐ No

Total Square Footage of Existing Signage: _____ **Total # Removed:** _____

PROPOSED SIGNS WALL(W), CANOPY(C), HANGING(H), MARQUEE(M), PROJECTING(P) OR FREESTANDING(F)									
Suite#	Type of Sign	Façade (N, S, E, W)	Height	x	Width	=	Square Footage	Company Name	Replacement
				x		=			☐Yes ☐No
				x		=			☐Yes ☐No
				x		=			☐Yes ☐No
				x		=			☐Yes ☐No
				x		=			☐Yes ☐No
Total Square Footage of Proposed Signage:								**Total # Replaced:**	

FREESTANDING SIGN						
☐ Two-Sided ☐ Two-Sided "V" ☐ Multi-Sided ☐ Three Dimensional						
What is the length of public street frontage adjacent to the development?				x 0.3 =		
Sign Face (north, south, east, west)	**Height**	x	**Width**	x	**Length**	= **Square Footage**
1.		x		x		=
2.		x		x		=
3.		x		x		=
Total Square Footage:						

See **Assistance Bulletin #34** for additional information on calculating allowed square footage of signs.

Standard Calculation for single business sign allowance:

First floor square footage (sf) of the space the business occupies: _____ x 0.025 = _____Total sf allowed.

Alternate Calculation for single business sign allowance:

Lineal feet of the frontage space the business occupies: _____ x 1.5 = _____Total sf allowed.

Freestanding Sign Calculation

Length of public street frontage adjacent to the development: _____ x 0.3 = _____Total sf allowed per side.

Length of public street frontage adjacent to the development: _____ x 0.75 = _____Total sf allowed per side *Highway Commercial Zone Only.*

I hereby certify that I am the ☐ Owner, ☐ Contractor and authorized to sign this application and that the above information is correct and that the construction on, and the occupancy and the use of the above described property will be accordance with the laws, rules and regulations of the State of Washington and the City of Arlington.

Signature	Print Name	Date