



SIGN PERMIT APPLICATION

SECTION I - APPLICANT INFORMATION

Fill out completely. Attach legal descriptions and all supporting documents as necessary. Please be sure to complete sections I - IV. Failure to complete all sections will result in an incomplete application and will not be accepted by City staff.

Proponent Name: _____		
Primary Contact: _____		
Property owner (if different): _____		
Site Address _____		
Mailing Address (if different) : _____		
Parcel # _____	Assessor's Tax Account # _____	
Home #: ()	Cell #: ()	Fax #: ()
<hr/>		
Primary Contractor: _____		
Registration #: _____ Expiration _____		
City Business License # _____ Expiration _____		
Office #: ()	Cell #: ()	Fax #: ()

SECTION II - PROPERTY INFORMATION (Refer to City Zoning Ordinance Title 17. If located in the CBD all signs must comply with the City's Design Standards and Guidelines per SWMC)

Zoning District (circle one) : R-5 R-7 R-15 MC CBD I OS P	
Minimum lot size:	Lot width at building line:
Front Setback:	Lot width at public street:
Side Setback:	Maximum building height:
Rear Setback:	Maximum lot coverage:

DESCRIBE THE CURRENT USE AND EXISTING CONDITIONS OF THE PROPERTY :

SECTION III – REQUIRED SUBMITTAL DOCUMENTS

Mark and date the box confirming the required submittals are attached

<input type="checkbox"/>	_____ Date	Four copies (4): Construction drawings of the proposed sign. The drawings will need to include plan views as well as cross sectional view from the bottom of the foundation to the top of the sign. Include detail drawings of footings and any and all connections, bolted and/or welded (If there will be field welding of any of the sign connections the City will require copies of the welder's WABO card for that type of field welding).
<input type="checkbox"/>	_____ Date	Four copies (4): Scaled site plan showing lot and building dimensions, rights-of-ways, easements, building dimensions, and street names
<input type="checkbox"/>	_____ Date	Four copies (4): Engineer calculations for wind loading. The engineering shall include pressure and height/pressure coefficients for determining wind loads
<input type="checkbox"/>	_____ Date	Four copies (4): Sign face area calculation and illustration/depiction
<input type="checkbox"/>	_____ Date	SIGN VALUATION : _____ (This should include labor and materials)

SECTION IV - SIGNATURE

Complete for this application. Failure to complete will result in an incomplete application

Application is hereby made for a SIGN PERMIT. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the legal authority to undertake the proposed activities and I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described property to inspect the property as part of the project review process.

Date: _____

Signature of Applicant or Designated Agent (REQUIRED)

EXHIBIT A

Chapter 15.44

DESIGN REVIEW

Sections:

- 15.44.010 Intent.
- 15.44.020 Review authority.
- 15.44.025 General requirements.
- 15.44.030 Standards for review.
- 15.44.040 Design review established.
- 15.44.050 Duties and procedures.
- 15.44.060 Authority of committee.
- 15.44.065 Effect of decision.
- 15.44.070 Waivers.
- 15.44.075 Hearing.
- 15.44.080 Additional duties.
- 15.44.090 Compliance with building code.
- 15.44.100 Enforcement.

15.44.010 Intent.

The intent of design review is to encourage better design and site planning throughout the city of developments which are significant in impact; encourage development which feature amenities designed to strengthen a sense of community; to minimize potential incompatible uses; and to increase community property values. (Ord. 1486-04 § 5 (part), 2004)

15.44.020 Review authority.

A. Central Business District. All new construction, alterations, demolition, or remodeling of existing buildings, and all exterior changes, including but not limited to change in paint color or materials, windows, awnings, permanent window signs, and all other signs, except for residential dwellings not used for commercial purposes within the Central Business District as delineated on the city zoning map shall comply with this chapter.

B. All Other Zones. In all other land use zones throughout the city, the following land use actions and permits shall comply with this chapter:

1. All planned residential developments;
2. All permits and land use actions which require environmental review under SWMC Chapter 2.88. (Ord. 1486-04 § 5 (part), 2004)

15.44.025 General requirements.

A. All applications for building permits or approvals required by this chapter shall be accompanied by three ~~ten~~ complete set of plans and blueprints clearly defining the construction, changes, alterations or remodeling and stating the proposed location, dimensions, and all colors accurately portrayed and type of construction and design. Such plans and blueprints shall be drawn to scale and shall clearly define the roofing materials and siding materials to be used together with the finish, paint or other procedure to be used or applied on all exterior walls and

trims. In the central business district, the applicant shall include plans showing the partial building elevations of the adjacent buildings showing modulations and materials of the building facades.

B. The application and plans shall state a contemplated date of commencement and completion of such construction, change, alteration or remodeling. Such plans shall become the property of the city upon submission of the application.

C. Additional information may be required such as a vicinity map, legal description, topographic survey showing contours, existing structures and environmental conditions, photographs identifying existing characteristics of the site, grading plan, building plans, landscaping plans, parking and access plans, special studies, or SEPA checklist as required by the director.

D. Fees. Fees for design review shall be established by resolution of the Sedro-Woolley city council. (Ord. 1518-05 § 1, 2005; Ord. 1486-04 § 5 (part), 2004)

15.44.030 Standards for review.

A. All applications subject to design review shall comply with the city of Sedro-Woolley design standards and guidelines as adopted by the city.

B. The city of Sedro-Woolley design standards and guidelines shall be adopted by the city council following a recommendation by the planning commission. The city of Sedro-Woolley design standards and guidelines shall be adopted by ordinance in the same manner as a development regulation. (Ord. 1486-04 § 5 (part), 2004)

15.44.040 Design review established.

A. The planning ~~department commission~~ shall perform design review under this chapter, ~~for the CBD.~~

B. ~~The director shall perform design review for all applications, permits and land use actions which require no review or other approval by the planning commission or city council.~~ Any party who wishes to move the decision of the director to the planning commission as a de novo hearing may do so as a Type IA land use process under SWMC Chapter 2.90.

~~C. The planning commission shall perform design review for all other applications, permits and land use actions.~~ (Ord. 1486-04 § 5 (part), 2004)

15.44.050 Duties and procedures.

~~The rules and procedures of the planning commission shall apply to its action as the design review committee.~~ Applications submitting any activity regulated by this chapter shall be made to the planning department, ~~and shall be forward to the design review committee prior to the regular meeting.~~ The director shall issue a staff report making recommendations to the planning commission ~~for compliance with the city of Sedro Woolley design standards and as adopted by the city.~~ (Ord. 1486-04 § 5 (part), 2004)

15.44.060 Authority of committee.

A. The ~~planning department design review authority~~ shall have authority to approve, approve with conditions, or deny an application made pursuant to the provisions of this chapter. ~~The planning department design review committee~~ may consider modified plans, or attach conditions to an approval of an application. The action of the ~~planning department design review committee~~ shall be supported with specific findings of fact, and shall reference the Sedro-

Woolley design standards and guidelines and other relevant documents. A copy of the approved plans shall be returned to the ~~planning department~~ and shall be placed in the permit file. (Ord. 1486-04 § 5 (part), 2004)

15.44.065 Effect of decision.

The decision of the ~~design review authority~~ planning department shall be documented and incorporated into the accompanying approvals, if any, for the permit, land use action, or other approval, and shall be binding on the applicant and his successors in interest. The city may reduce the approval to a document or plan which shall be incorporated into the approved plans for the project. For example, specific conditions for the location of open space pursuant to a requirement of the design manual may be incorporated into a subdivision approval. (Ord. 1486-04 § 5 (part), 2004)

15.44.070 Waivers.

Waivers to the required elements of design standards manual may be allowed by the design review authority if the applicant demonstrates that the overall project meets the intent of the design manual and other adopted standards, through the incorporation of “encouraged” design elements from the city of Sedro-Woolley design standards and guidelines or other significant design elements which accomplish the same purpose. In evaluating alternative design elements, the ~~design review authority~~ planning department may consider the testimony of an architect or other design professional in making its decision. (Ord. 1486-04 § 5 (part), 2004)

15.44.075 Hearing Appeal.

Any applicant who is not satisfied with the decision of the ~~planning commission~~ department may appeal the decision as part of an appeal of the underlying permit, following the procedures set forth in Chapter 2.90 of the municipal code to the extent applicable. Such request for ~~a hearing~~ an appeal must be made in writing to the planning department within fourteen days of the ~~action~~ decision. ~~of the design review committee.~~ (Ord. 1486-04 § 5 (part), 2004)

15.44.080 Additional duties.

The ~~design review committee~~ planning department shall review mural applications. The ~~committee~~ department may also facilitate business community input into downtown revitalization plans or programs designed to enhance the appearance of, and promote, the central business district. It is not intended that the ~~committee~~ department replace existing organizations whose purpose is to promote such plans or programs, but rather to ensure that such programs or plans incorporate or complement, as appropriate, the adopted standards and intent of this chapter. (Ord. 1486-04 § 5 (part), 2004)

15.44.090 Compliance with building code.

The terms, provisions and requirements of this chapter shall be in addition to and not in lieu of the requirements as set forth in the most recently adopted ~~Uniform Building Code~~ building code, or any other ordinance, state statute or regulation applicable to the city. (Ord. 1486-04 § 5 (part), 2004)

15.44.100 Enforcement.

A. Civil Penalty. Violation of any of the terms and provisions of this chapter is deemed to be a civil infraction. Written notice shall be given by the city to the violator which written notice shall set forth the alleged violation and shall allow a reasonable time for the correction of such alleged violation. For purposes of this section, reasonable time for any nonstructural violation shall be not less than five days and reasonable time for any structural violation or violations including extensive remodeling shall not be less than twenty days. If said violation is not corrected within the time limit set forth in said notice, then and thereafter each day during which said violation exists shall be deemed to be a separate infraction. Any infraction under this chapter shall be punishable by a civil penalty in the amount of two hundred fifty dollars for each such infraction. Any offending building or structure or part thereof shall be removed at the owner's expense.

B. Injunction and abatement. The city, through its authorized agents, may, in addition to any other remedy provided herein, initiate injunction or abatement proceedings or other appropriate action in the appropriate court of law, against any person who violates or fails to comply with any provision of this chapter or against the owner or user of any building or structure or part thereof which violates this chapter to prevent, enjoin, abate, or terminate violations of this chapter.

C. Remedies cumulative. The remedies provided herein are cumulative and not alternative remedies and are in addition to any other remedy to which the city may be entitled by law. (Ord. 1486-04 § 5 (part), 2004)

EXHIBIT B

Awnings:

Awnings were generally a retractable type utilizing cotton canvas stretched over a metal ribbed frame. The whole was either mechanically or manually collapsible against the building to allow sunlight to penetrate the interior space. These were mounted at the level of the transom windows. They also had the added benefit of providing rain protection to clientele.

Permanent awnings constructed of wood or metal and that meet all other design review standards are encouraged. If a fabric awning is desired, there are three reasons that a fixed frame acrylic type is recommended over a retractable type:

1. Durability and maintenance – modern acrylic fabrics are available to replace the cotton type. They are more colorfast, resistant to ultraviolet breakdown and being synthetic will not mildew or rot. They can easily be pressure washed.
2. Tidiness – fixed frame type awnings allow the fabric to be stretched tight over the ribs. This provides a watertight covering that will not collect extra dirt or refuse in sags or folds. Fabric stretched tight will not be continuously pulled over metal parts by the wind that will wear out corners and seams.
3. Cost – fixed frame awnings cost about ½ of the price of retractable ones.

Awnings should be angular as opposed to round in keeping with traditional rather than current popular styles. Fabric should be solid color or striped acrylic type. Glossy vinyl or translucent back lighted type should be specifically disallowed.

Projection from the building should not be less than 5' or greater than 75% of the width of the sidewalk. A vertical valance of not more than 20" should be standard with the addition of decorative trim encouraged. Signage should be limited to ½ of the area of the vertical portion.

Signage:

Signage is the single element most responsible for conveying the type of design "message" that is communicated to the public. Signs, by their nature, make strong first impressions. They are bright attention getting communication devices.

~~The signs now in Sedro-Weolley have not been regulated beyond the general city ordinances which have no stylistic or aesthetic considerations at all. While most of the signs, on an individual basis, are reasonably well designed, there is absolutely no continuity or theme expressed from one business to another. The signs now are for the most part utilitarian in nature. A sort of "free for all" or "every man for himself" attitude has prevailed. A real potpourri of signage style, materials and techniques exists as a result (and is what it to be expected when there has been no direction).~~

Variety is absolutely essential and expression of a store's identity is completely individual and subjective. There are certain parameters however that if followed with care will result in a more pleasing expression to the public. Considering how important the signs are in establishing a solid long lasting first impression, deliberate and purposeful review of each applicant is very important. Poorly coordinated signage is the one single element that can destroy and overwhelm all of our other efforts combined. On the other hand, it can be the very best supportive element to the theme we are trying to recapture and establish encourage.

NOTE: Information contained in the following table is encouraged, but not required:

As mentioned in the basic profile, the Art Nouveau influence was the strongest force behind painting, sculpture, architecture, and applied decorative arts. Signage was particularly influenced as decorative form of self expression. In fact, many in the sign trades recognize signage from 1900-1930 as the classic period in American style, where beautiful letter forms and decorative expression meet with the best craftsmanship and techniques. Businesses will find a wide variety within this designation. Basically there are several types: awning lettering, carved wood, window (gold leaf and paint), painted wood, cut out or cast individual letters, wall signs painted directly on buildings, and some very early types of neon and electric signs.

The following guidelines will allow free expression within certain parameters that will serve us best in Sedro-Woolley. All signs should have 2 or 3 of the following elements commensurate with Art Nouveau styling:

1. Letter style shall be complimentary to Art Nouveau; Classic Roman and derivatives or Calligraphic styles. Avoid Sans Serif, Contemporary, and any decorative styles that fight with the theme (such as computer styles or Old English). If a corporate logo and/or representative letter style is to be used then the second two criteria must be followed closely so that their signage can be integrated with the total theme.
 2. Signs shall have an outside shape that is characteristically decorative, or if rectangular or square, panels, borders and decorative detailing that are distinctly complimentary to the 1920's architectural style.
 3. Signs shall be made with materials and techniques that are similar in appearance to those used in signage in the early part of the century, 1900-1930.
- All free standing and projecting signs shall have a base support of pose cover that is decorative as well as functional and made of materials that are as relative to the exterior walls of the buildings they serve as possible (coloration and detailing).

Square footage, height, and setback restrictions shall comply with the ~~are equal to~~ City of Sedro-Woolley Municipal Code standards.

Flashing, animated, rotating, or changing message signs, or and signs with that combine a white background with and internal illumination are specifically prohibited. Exposed neon illumination or shielded external illuminations are accepted alternatives.

Drawings must be submitted for approval. They need to be in color, and detail size, materials, have specific accurate letter style, and decorative detailing and placement on building indicated. Structural and installation details per current code.