

119 West First Street  
 Cle Elum, WA 98922  
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| Stamp & initial |
|-----------------|

## SIGN PERMIT APPLICATION

*The purpose of the Sign Code is to improve the quality of life and to harmonize the residential and business environments in the city. It is intended to improve the visual environment, permit signage consistent with the character of the community, and reduce signs or advertising distractions and/or obstructions that may contribute to hazards or accidents. The use of signs shall be regulated by zone. See [CEMC 15.20](#) for more information.*

| OFFICIAL USE ONLY       |     |
|-------------------------|-----|
| <b>Permit #:</b>        | S - |
| <b>Staff Person:</b>    |     |
| <b>Fee Total:</b>       |     |
| <b>Related Permits:</b> |     |

| Applicant   |   |
|---|---|
| Name:   | Business Owner Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Mailing Address:  |   |
| Email:  | Phone Number:   |
| Property Owner Same as Applicant <input type="checkbox"/> |   |
| Name:   |   |
| Mailing Address:  |   |
| Email:  | Phone Number:   |
| Property Information                                      |   |
| Business Name:  |   |
| Business License Number:                                  |   |
| Business Owners Name:                                     |   |
| Business Street Address:                                  | Zoning*:  |
| Tax Parcel Number*:                                       | Acreage*:   |
| Legal Description*:                                       |   |

**All information requested on page 1 and 2 of this application must be received before the application will be processed.**

\*City may be able to assist with this information.

|  |  |
|--|--|
| <p><b>Parcel Dimensions*:</b><br/> Side One (Street frontage):<br/> Side two (if corner lot second street frontage): Side<br/> three:<br/> Side four:</p> <p><b>Building Height:</b><br/> Square Footage of building façade that sign(s) will be placed on: If<br/> more side please provide dimensions:</p>   |  |
| <b>Application requirements</b>  |  |
| 1.   | Type of sign(s) (see attached list of permitted signs):  |
| 2.   | Type of structural support:  |
| 3.   | Clearance from the ground (distance from the bottom of the sign to the ground):  |
| 4.   | Sign area and method of illumination:  |
| 5.   | Lighting details, including fixture type, wattage, shielding, and any other information necessary to determine compliance.           |
| 6.   | Site plan drawn to scale, at a minimum scale of one-inch equals twenty feet, that includes   |
| a.   | The dimensions of the subject property   |
| b.   | The proposed location of the sign  |
| c.   | The dimensions of the sign; including square footage of overall sign   |
| d.   | The location of the existing development on-site   |
| e.   | The location size and dimensions of any existing signs on-site and the location of any public or private roads abutting the property |
| <b>Decision Criteria</b>   |  |
| The proposed sign is consistent with the regulations set forth by <a href="#">CEMC 15.20</a> and its mounting has been approved by the City's Building Official.   |  |
| <b>Authorization</b>   |  |
| <i>The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. The applicant also agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.</i> |  |
| Applicant Signature:   | Date   |
| Owner Signature  | Date   |

The application will not be processed and will be deemed incomplete if all required criteria is not attached to application on the day of submission. The Planner may choose to waive some of the required criteria. If any of the required criteria is provided in another permit, please cite that permit.