



# SIGN PERMIT APPLICATION CLASS I

Date of Application \_\_\_\_\_

File # \_\_\_\_\_

Site Address \_\_\_\_\_

Business Name \_\_\_\_\_

**APPLICANT:**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROPERTY OWNER:**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**SIGN TYPES**

- |  |   |
|--|---|
| <input type="checkbox"/> Flat Affixed  | <input type="checkbox"/> Directional    |
| <input type="checkbox"/> Projecting  | <input type="checkbox"/> Sandwich Board |
| <input type="checkbox"/> Directory   | <input type="checkbox"/> Freestanding   |
| <input type="checkbox"/> Awning/Canopy – Existing Sq. Ft. _____ Proposed Sq. Ft. _____ |   |

**EXISTING SIGNS:**

Type \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

**PROPOSED SIGNS:**

Type \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

**BUILDING TYPE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Single Business | <input type="checkbox"/> Multi-Business |
|--|---|

**Indirect Lighting:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Material:**

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Wood                          | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Other (please describe) _____ |                                |

**Square Footage of Building Façade** \_\_\_\_\_

**Total Square Footage Allowed** \_\_\_\_\_ (the total allowable sign area per building shall be the larger of twenty (20) square feet or seven (7) percent of any façade)

**PLANS AND DRAWINGS ON AN 8 1/2" X 11" SHEET MUST BE SUBMITTED TO THE PLANNING DEPARTMENT AS FOLLOWS:**

1. A drawing of the sign showing dimensions, total square footage, lettering and design features with color samples
2. A scaled drawing of the main façade of the building depicting all existing signs and area upon which the proposed sign would be placed
3. A scaled site plan showing the location of a proposed freestanding sign or sandwich board

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>	
Fee Paid _____	Date _____
Approved _____	
Planning Director	

## *La Conner Municipal Code Chapter 15.115 - SIGNS*

### Sections:

- 15.115.010 Purpose.
- 15.115.020 Applicability.
- 15.115.030 Signs exempt from certificate of authorization.
- 15.115.040 General requirements.
- 15.115.050 Total allowable sign area.
- 15.115.060 Number of signs allowed.
- 15.115.070 Allowable sign types.
- 15.115.080 Lighting.
- 15.115.090 Allowable design materials and maintenance.
- 15.115.100 Compliance.
- 15.115.110 Prohibited signs.
- 15.115.120 Nonconforming signs.
- 15.115.130 Appeal of planning commission or planning director decision.
- 15.115.010 Purpose.

The purpose of this chapter is to regulate signage in an effort to keep the town of La Conner a safe and attractive place in which to live and do business, to reserve and reflect the historic character of the community and assure consideration of:

- (1) Pedestrians, motorists, cyclists, visitors, residents, home occupations, shops, other buildings, and real property;
- (2) Safety through care in placement, sizing and illumination of signs so as to avoid visual clutter, distraction or obstruction of vision of pedestrians and motorists, or obstruction of right-of-way;
- (3) Economy for those erecting signs, or maintaining or modifying already-existing signs, through care in style and construction by providing adequate time to replace signs which do not comply with the new standards; by protecting property values; and by preserving the community character which attracts visitors and new residents and sustains business development;
- (4) Aesthetic benefits to business districts and the community at large through consistency in style, placement, scale and harmony of signs with buildings and natural settings;
- (5) Compatibility of signs with the architectural and historical qualities of La Conner;
- (6) General safety and welfare of the public, through fair and consistent enforcement of these sign regulations.

### 15.115.020 Applicability.

- (1) This chapter shall apply to all signs as defined by this code except traffic signs erected under the authority of the town, signs directing traffic or parking on private property containing no advertising, signs stating business hours, vending machines, and state agency recommended signs. Private traffic and parking signs shall not exceed two square feet in area.
- (2) The town council intends that to the fullest extent authorized by Chapter 47.42 RCW, the Highway Advertising Control Act – Scenic Vistas Act, now or as hereafter amended, shall also govern any street, bridge, pier or dock in the town of La Conner.

### 15.115.030 Signs exempt from certificate of authorization.

Except for the following, all signs shall require a certificate of authorization:

- (1) Signs required by law pursuant to LCMC 15.115.020;
- (2) Temporary signs no larger than 16 square feet promoting political candidates or issues, advertising for nonprofit fundraising events, grand opening or going out of business sales or community events, to be removed within five days following cessation of activity or election. Grand opening sale signs shall be removed within 14 days of placement;
- (3) Signs relating to construction in progress. Signs identifying contractor, architect or future business shall total no more than 16 square feet;
- (4) Signs posted on or attached to the inside of store front windows;
- (5) Signs within a building (not in a window) that are not intended to be viewed from a public right-of-way;
- (6) Flags of state;
- (7) Window merchandise displays;
- (8) Commemorative plaque signs, in compliance with LCMC 15.115.040;

- (9) Temporary real estate signs no larger than four square feet on private property. Only one sign per advertised unit is allowed;
- (10) Signs required for the safe navigation of the Swinomish Channel;
- (11) Sponsorship signs on the Maple Street public ball fields; provided, that:
  - (a) The signs shall not be directed toward adjacent streets;
  - (b) Signs must comply with the provisions of this chapter where applicable;
  - (c) The backs of the signs must be painted with the same muted, flat green paint;
  - (d) Each sign shall be no greater than 20 square feet and only one sign is allowed per sponsor;
  - (e) The signs must be removed during "off season" within two weeks of the end of the regular season;
- (12) Vehicle signage.

15.115.040 General requirements.

- (1) All signs to which this chapter applies shall conform to the general requirements set forth in LCMC 15.115.050 through 15.115.100 regardless of whether a certificate of authorization is required.
- (2) The planning director shall review all sign permit applications for compliance with this code. At the discretion of the planning director, a sign permit application may be referred to the planning commission for final decision.

15.115.050 Total allowable sign area.

Includes all signs and all sides and stories of buildings unless otherwise exempted under LCMC 15.115.030.

- (1) The total allowable sign area per building shall be the larger of 20 square feet or seven percent of any facade. Facade square footage shall be calculated as the vertical surface between the ground and roof line including all doors, windows, and parapet walls. Seven percent shall be determined by an as built drawing or legal verification if deemed necessary by the planner or planning commission.
- (2) A directory sign on a multi-business building shall not exceed five square feet per business to a maximum of 30 square feet per building and shall not be included in the total allowable sign area.
- (3) Commemorative plaques or home occupational signs in a residential zone shall be no larger than three square feet.

15.115.060 Number of signs allowed.

- (1) Single Business Buildings. No more than three signs, one of which may be freestanding or projecting, but not both.
- (2) Multi-Business Buildings. No more than one per business outside an entrance or dock, flat mounted or projecting. One additional sign per business is allowed if it is part of a building directory. One building identification sign per side facing a public thoroughfare with a normally used public entrance is allowed and will be included in the seven percent allowable sign area.
- (3) One flatly affixed commemorative plaque allowed per building. [Ord. 671 § 7.4.B, 1995.]

15.115.070 Allowable sign types.

All signs shall conform to the height and setback requirements of the zone in which they are located. Signs may not exceed the height, width and depth of the building to which they are attached.

- (1) Awning/Canopy Sign.
  - (a) Minimum eight feet clearance from ground;
  - (b) The entire awning shall not be considered a sign, except the face area of the awning to which the advertising copy is attached or placed, shall be considered a sign.
- (2) Directional Sign.
  - (a) May be no more than nine square feet;
  - (b) Shall provide directions to public facilities such as restrooms, parks, parking lots, museums, and marinas;
  - (c) Directional signs may be off premises.
- (3) Directory Sign.
  - (a) One per multi-business building;
  - (b) Shall not exceed five square feet per business to a maximum of 30 square feet per building;
  - (c) Shall not be included in the total allowable sign area.

- (4) Freestanding Sign.
  - (a) May not exceed 10 feet in height;
  - (b) Shall have a landscaped area twice the size of the sign area at the base of the sign;
  - (c) Limited to one per building regardless of the number of businesses within the building;
  - (d) Not allowed if a building already has a projecting sign.
  
- (5) Projecting Sign.
  - (a) Shall project no more than four feet from building;
  - (b) Must leave at least eight feet of clearance from the ground;
  - (c) Are limited to one per building entrance regardless of the number of businesses within the building or advertised on the sign;
  - (d) Are not allowed if the building already has a freestanding sign;
  - (e) If projecting over a public right-of-way, a hold harmless agreement must be provided to, and approved by, the town of La Conner;
  - (f) If the same copy is on both sides, count one side in the sign area allotment; if different copy is on both sides, count both sides in the sign area allotment.
  
- (6) Window Sign.
  - (a) Window graphics may not occupy more than 25 percent of the total area of the window in which they are displayed.
  - (b) Not to be included in total sign area allotment.
  
- (7) Sandwich Board Sign.
  - (a) On-Site.
    - (i) One 24-inch-wide by 36-inch-high sign per business allowed on private property but not in a designated parking area or fire lane;
    - (ii) Not included in the total sign allotment;
    - (iii) Not permitted on public property;
  
- (8) Signs Painted on Walls or Fences.
  
- (9) Morris Street Entrance Banner.
  - (a) Banner may only promote official community events or events approved by the town council.
  - (b) Proposed banner design must be submitted for approval at least six weeks in advance of the event.
  - (c) All approved banners must meet current banner specifications provided by the town public works department.
  - (d) Banner Message and Content.
    - (i) Primary content: event name and date;
    - (ii) Secondary content: sponsor logos only – fonts must be 50 percent of primary content font;
    - (iii) There should be no commercial content through sponsorship identity.
  - (e) Display Limitations.
    - (i) The banner may be displayed a maximum of three weeks prior to the event.
    - (ii) Where time conflicts occur, the town council will decide the priority display of the banners.
  - (f) Installation and Removal. All banner installations and removal will be conducted by the public works department staff.
  
- (10) Flat affixed signs.

15.115.080 Lighting.

- (1) Indirect lighting only allowed.
- (2) Colored, flashing or intermittent lighting not allowed. Exterior neon signs are prohibited.

15.115.090 Allowable design materials and maintenance.

- (1) Signs shall be made of professional quality and durable materials, such as metal or wood.

- (2) Sign design shall be consistent with the district and neighborhood when in the Historic Preservation District.
- (3) Signs must be maintained and not left in disrepair, damaged condition, or in need of painting or material replacement.

#### 15.115.100 Compliance.

All signs requiring a certificate of authorization must comply with this code and shall be made of materials compatible with the historic nature of the town and surrounding buildings, and colors selected from the historic palette.

#### 15.115.110 Prohibited signs.

The following exterior signs are prohibited:

- (1) Abandoned signs or signs in poor repair. Obsolete signs shall be removed within five days following termination of use;
- (2) Bench signs;
- (3) Billboards;
- (4) Flashing, revolving or any other moving signs, including streamers, banner signs (except those approved as temporary signs), and sandwich board signs worn by a person. A clock with moving hands and a barber pole are permitted;
- (5) Off-premises signs except those exempted in LCMC 15.115.030 and directional signs;
- (6) Roof mounted signs, including any signs painted directly on a roof surface;
- (7) Signs which restrict the visibility of traffic or traffic control devices, which block fire lanes, create a safety hazard for pedestrian or vehicular traffic or block vistas, viewpoints, view corridors or visual access to the shoreline;
- (8) Signs attached to rocks, trees, utility poles, street signs or any other public property;
- (9) Backlighted signs;
- (10) Signs with colored lighting;
- (11) Portable signs other than sandwich board signs.

#### 15.115.120 Nonconforming signs.

- (1) Signs with certificates of authorization granted before the present sign ordinance adoption may be continued subject to provisions of subsection (2) of this section. Any sign without a current certificate of authorization shall be removed within 10 days of notice.
- (2) Loss of nonconforming status occurs when:
  - (a) A sign is altered or replaced in any way in structure. Change of lettering style and routine maintenance are permitted.
  - (b) A sign is relocated.
  - (c) Any new sign is erected or placed in connection with the business using the nonconforming sign.
  - (d) The type of a business changes.
  - (e) Change of business name in a directory sign does not constitute loss of nonconforming status.
- (3) With notification of loss of nonconforming status, the sign must be brought into compliance with this chapter and a new sign permit secured.

#### 15.115.130 Appeal of planning commission or planning director decision.

An appeal of a planning commission or town planner decision may, by any aggrieved person, be made to the hearing examiner, in writing, within 10 days of the decision and payment of an appeal fee hereby set at one-half the original fee for a sign permit. The decision of the hearing examiner is final.