



CITY OF CARNATION

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238
 (425) 333-4192 phone • (425) 333-4336 fax • www.ci.carnation.wa.us

SIGN PERMIT REVIEW REQUIREMENTS

APPLICANT: Please complete the following:

Applicant Name:		Applicant Phone:
Applicant Email:		Applicant Fax:
Applicant Mailing Address:		Fax:
Sign Location:		Parcel Number:
Property Owner Name:		
Property Owner Mailing Address:		
Existing Use of Property:		
Zone of Property where Sign(s) is/are Proposed:		
If in the Mixed Use Zone, does the property have frontage on Tolt Avenue?		
Size in square feet of any of the following forms of signs that are proposed:		
_____ Wall sign _____ Freestanding _____ Monument sign _____ Window sign _____ Projecting sign _____ Marquee _____ Under Marquee _____ Other		
SUBMIT	REC'D	
<input type="checkbox"/>	<input type="checkbox"/>	Application Form (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (2 copies) Site plan shall be legible and shall show: 1. Location of all existing and proposed signs 2. Setbacks for each sign, if applicable 3. Location of all buildings or structures on the property with setbacks identified 4. Easements for sign locations, if applicable 5. Access to property and parking areas 6. Existing and proposed landscaping
<input type="checkbox"/>	<input type="checkbox"/>	Scale drawings of the proposed sign or sign revision, not larger than 8.5" x 11" (2 copies). Drawings shall show: 1. Height of sign(s) and any structure that will contain the sign(s) 2. Total square footage for each sign, measured from the edges. 3. Proposed copy on signs 4. Proposed colors
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations for each elevation where sign(s) will be located (2 copies). Elevations shall show: 1. Existing and proposed signs



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		2. Building façade and dimensions of façade, in square feet
<input type="checkbox"/>	<input type="checkbox"/>	For each sign, please provide the following information: 1. Type of materials and material grades 2. Structural and footing details, including size, spacing, and number of fasteners 3. Front end views of marquees, if applicable 4. Calculation for dead load and wind pressure 5. Type and location of lighting 6. Method of mounting or attachment 7. Structural components of the sign..
<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit Fees per Fee Resolution. Per CMC 5.32.050, the City will bill the applicant for costs to the city over and above the deposit.
<input type="checkbox"/>	<input type="checkbox"/>	Written consent of the owner of the building, structure or property where the sign is to be erected, if the applicant is not the owner.
<input type="checkbox"/>	<input type="checkbox"/>	Lists of any other development permits or permit applications that are being filed for the site
<input type="checkbox"/>	<input type="checkbox"/>	Other:

The City Planner will review the application for completeness. The application shall be considered incomplete until all of the above information is provided. An application for a sign permit follows the Type I process for a permit as described in CMC 15.09.020. Other applicable regulations pertaining to signs may include the requirement of a Building Permit and Business License.

Sign permits in the City of Carnation are governed by Carnation Municipal Code (CMC), Section 15.68, Part I. Please check the appropriate box below to identify the type of sign requested and ascertain that it conforms to the regulations. A copy of CMC 15.68 Part I is available on the City’s website, www.ci.carnation.wa.us

Type(s) of Sign(s):

Signs for residential zones and uses (CMC 15.58.080):

- Temporary (see CMC 15.68.130). Please note that some temporary signs do not require a permit.
- Nameplate: one nameplate not to exceed 4 square inches. Nameplate signs do not require a permit.
- Name of complex, retirement home, etc.: One freestanding sign not to exceed 42 inches in height and 12 square feet in area, displaying the name. Flashing, electrical and reader-board are prohibited.
- Home Occupation and day care facilities: one additional unlighted nameplate not exceeding 1-1/2 square feet in area, mounted on an exterior wall or window. Such signs



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do not require a permit.

- Subdivision: maximum of two freestanding signs, not to exceed 32 square feet, not illuminated, and not located within the public right-of-way.

Signs for houses of worship, institutional, governmental and school identification (CMC 15.68.090):

- Identification: may have one of the following:
 - Freestanding: may not exceed 6' feet in height and must be located a minimum of 5' from a public street r-o-w or rear yard. Must have one square foot of landscaping around the base per square foot of sign face. OR
 - Wall mounted: May not exceed 32 square feet in size.
- One additional mural, symbol, emblem or mascot, including words and/or graphics.

Signs for non-residential uses in the RA zone (15.68.100):

Such signs must not exceed 24 square feet in area, may not be internally lit and may be either:

- Freestanding: shall not exceed 6' in height, one per use of building site, must have 20 square feet of landscaping, OR
- Wall mounted.

Signs in the CBD, SC and LI/M zones and businesses in the MU zone with frontage on Tolt Avenue (CMC 15.68.110)

- Portable signs: such signs do not require a permit.
- Fuel Price: one sign per street frontage, may be freestanding or attached to canopy columns, and may include changeable copy. Fuel pump informational signs must not exceed 2 square feet.
- Window signs: maximum of 50% of the total window area. May be constructed of neon, stained glass, etched glass, gold leaf or cut vinyl. May be internally lit if neon or stained glass. Painted over windows will be subject to the regulations regarding blank walls (See Design Standards section 1.1.2)
- Projecting signs: Shall not extend above the building parapet, soffit eave line or roof of the building, shall not project more than 6' from the building face and must be a minimum of 8" above the sidewalk. One such sign is permitted per business or other non-residential use.
- Freestanding signs: may be monument or standing signs. Monument signs are only allowed where the building is setback at minimum of 20' from the r-o-w. Freestanding signs for developments up to 25,000 square feet may be no more than 42" in height and a maximum of 20 square feet in size. All freestanding signs require one square foot of landscaping around the base for every square foot of sign face, and must be set back at least 5' from any r-o-w.
- Wall signs: Such signs shall not exceed 10% of the façade area and may be permitted on a maximum of two facades. Wall signs may not extend above the building parapet, soffit, eave line or roof, and must be mounted plumb with the underlying building unless the sign incorporates sculptural or architectural elements. Sign frames must be concealed



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or integrated into the building’s architectural character.

Marquee signs: Shall not exceed 65% of the vertical face of the marquee, canopy or awning, and may not be placed on the sloping portion of a canopy or awning. The height of the vertical face of a marquee, canopy or awning shall not exceed one foot. The marquee, canopy or awning must be at least 8’ above the sidewalk or walkway.

Under Marquee sign: Such signs shall not exceed 2’ in height, and must have 1’ minimum between the sign and the outer edge of the marquee, awning, or canopy, and between the sign and building façade. Such signs shall maintain a minimum clearance of 8’ between the sidewalk and the bottom of the sign.

Signs for businesses in the MU zone without frontage on Tolt Avenue (CMC 15.68.120)

All of the above signs are permitted except for projecting and monument signs. Wall signs may not exceed 32 square feet. No neon or interior lighting is allowed.

Temporary signs (CMC 15.68.130)

Real estate signs do not require a permit.

Development and construction signs: A permit is required. One sign may be placed on the site for a period not to exceed 6 months. Such signs shall not exceed 9 square feet and must satisfy the required setbacks for a structure.

Political and other non-commercial signs do not require a permit.

Grand Opening and Special Event Displays: A permit is required. Such signs are allowed for 7 consecutive days only to announce an opening of a new enterprise, an enterprise under new management or a special event as defined in CMC 15.44.060. Such signs may only be displayed on premises and are limited to one per month.

Product promotion signs do not require a permit.

Garage or yard sale signs do not require a permit.

TOTAL NUMBER OF SIGNS BEING APPLIED FOR:

Your application will be reviewed by city staff at the earliest opportunity. You will be notified when your application has been approved.

I hereby declare under penalty of perjury that the foregoing statements and attached information are true, accurate, complete, and correct to the best of my knowledge and belief. I acknowledge that all signs must comply with the provisions of Carnation Municipal Code (CMC) Section 15.68 Part I, and must be constructed in accordance with the Uniform Building Code. I further acknowledge that per CMC 15.80.110 Carnation Building Permits are required for sign installations, and per CMC 5.12 business licenses are required for contractors/subcontractors who are performing the installation.

Applicants Signature:

Date:

X



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For City use only:

Date Received:	Received By:
Comments:	