

119 West First Street  
 Cle Elum, WA 98922  
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Stamp & initial
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## 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-20 -
<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:
<b>Property Owner Same as Applicant</b> <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.

<b>Parcel Dimensions*:</b>	
Side One (Street frontage):	
Side two (if corner lot second street frontage):	
Side three:	
Side four:	
<b>Building Height:</b>	
Square Footage of building façade that sign(s) will be placed on:	
If more side please provide dimensions:	
<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
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

<b>Changeable copy sign</b>	(Automatic): A sign on which the copy changes automatically on a lamp bank or through mechanical means, e.g., electrical or electronic time and temperature units.
<b>Double-faced sign</b>	A sign with two faces.
<b>Electrical sign</b>	Means a sign or sign structure in which electrical wiring, connections or fixtures are used.
<b>Flashing sign</b>	A sign which contains an intermittent or sequential flashing light source used primarily to attract attention. It does not include changeable copy signs, animated signs, or signs which, through reflection or other means, create an illusion of flashing of intermittent light.
<b>Freestanding sign</b>	A sign supported upon the ground by poles or braces or other structure designed and constructed to support the sign only and not attached to any building.
<b>Projecting sign</b>	A sign, which is attached to and projects horizontally from a building wall.
<b>Public benefit sign</b>	Means an off-premises sign installed, maintained, and controlled in, over or adjacent to the public right-of-way for the sole purpose of providing directions to an establishment that serves or provides a benefit to the general public, including but not limited to directional signs to hospitals, schools, and other establishments of general public need or interest. In the case of a designated American Red Cross Emergency Shelter a digital message center sign not to exceed 45 square feet per face, with no more than two sign faces, may be permitted for the purpose of providing emergency information, community information and information related to events and activities that help fund or otherwise support the designated Emergency Shelter. The Digital Message Center Sign shall only be operational from the hours of 8:00 a.m. Pacific Time to 6:00 p.m. Pacific Time. A minimum of one-second transition time between messages is required. A permit for any public benefit sign may be additionally conditioned by the responsible official as to size, height, location, illumination, coloring, hours of operation, and similar characteristics to keep with the purposes and objectives of the Cle Elum Municipal Code and the Cle Elum Comprehensive Plan.
<b>Sandwich board sign</b>	Means a portable sign capable of supporting itself through an "A" frame structure.
<b>Sign Awning</b>	Means a sign attached, painted or installed on an awning projecting from a storefront.
<b>Wall sign</b>	Means a sign attached, painted or erected on or parallel to the face of the building to which it is attached and supported throughout its entire length with the exposed face parallel to the plane of the building. Signs on or in windows will be considered wall signs.