



CITY OF
KENNEWICK
WASHINGTON
**SIGN PERMIT
CHECKLIST**

*****ALL PLANNING AND BUILDING FEES ARE DUE UPON APPLICATION*****

- ❑ **Complete Sign Permit Application (check off when complete):**
 - ❑ Property Address
 - ❑ Property Owner
 - ❑ Applicant (include contact name & phone number)
 - ❑ General Contractor
 - ❑ Sign Type
 - ❑ Total Square Feet of Sign
 - ❑ Valuation

 - ❑ **Detailed Site Plan:**
 - Distance from the sign to the following:
 - ❑ Property lines
 - ❑ Setback from back of curb
 - ❑ Setback from back of sidewalk
 - ❑ Access easements/driveways
 - ❑ Utility easements
 - ❑ Right-of-way
 - ❑ Show parking, buildings, & sign location.
 - ❑ Show any existing signs
 - ❑ Sight triangle and setbacks must be met (see sightline setbacks table).
- *If sign is in an easement provide written permission from utility responsible:
If PUD Easement only; submit written approval on PUD letterhead.
If Utility Easement (joint); submit completed Encroachment into a Public Utility
Easement form (even if the utility does not currently use the easement).***
- ❑ **Detailed Sign Drawings:**
 - ❑ Design
 - ❑ Dimensions: **total height of sign measured from grade to top of sign; width, depth, projection**
 - ❑ Structural calculations
 - ❑ Method of lighting (if applicable)
 - ❑ Other pertinent information

 - ❑ **Site Obstruction, KMC Chapter 13.12.020 (use appropriate sightline setback, see attached drawings) and 18.27.060.**

 - ❑ **Signs in Residential Districts for Non-Residential Use:**
 - ❑ Size limited to 10 feet in height & a total of 32 square feet in sign area.
 - ❑ Sign cannot be an electronic message board or illuminated sign.
 - ❑ An external light shining directly onto the sign is allowed.

****All of the above is required prior to submittal. Incomplete applications will not be accepted.***

BLD-20 ____ - ____ \$ ____

SIGN PERMIT APPLICATION

Property Address _____ Suite _____

Business Name _____

Parcel ID # _____ Zoning _____

Property Owner _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ home phone _____ e-mail _____

Applicant name/Contact name _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ home phone _____ e-mail _____

General Contractor _____

State license _____ exp date _____ City license _____ exp date _____

Mailing address _____ City _____ State _____ Zip _____

Business phone _____ home phone _____ e-mail _____

PROJECT INFORMATION

New Replace existing Valuation \$ _____

| Sign #1 | Sign #2 | Sign #3 | Sign #4 |
|---|---|---|---|
| Internal Illumination Yes / No |
| Type of Sign | Type of Sign | Type of Sign | Type of Sign |
| Sign Height & Width (ft) |
| Total Height of Sign from Grade to Top of Sign (ft) | Total Height of Sign from Grade to Top of Sign (ft) | Total Height of Sign from Grade to Top of Sign (ft) | Total Height of Sign from Grade to Top of Sign (ft) |
| Sign Square Feet | Sign Square Feet | Sign Square Feet | Sign Square Feet |
| Wall Area | Wall Area | Wall Area | Wall Area |

Number of existing signs on street frontage : wall _____ free standing _____

It is the responsibility of the applicant to provide all necessary information required for review. Please verify that all sections applicable to the proposed project have been completed in order to prevent any delay in plan review.

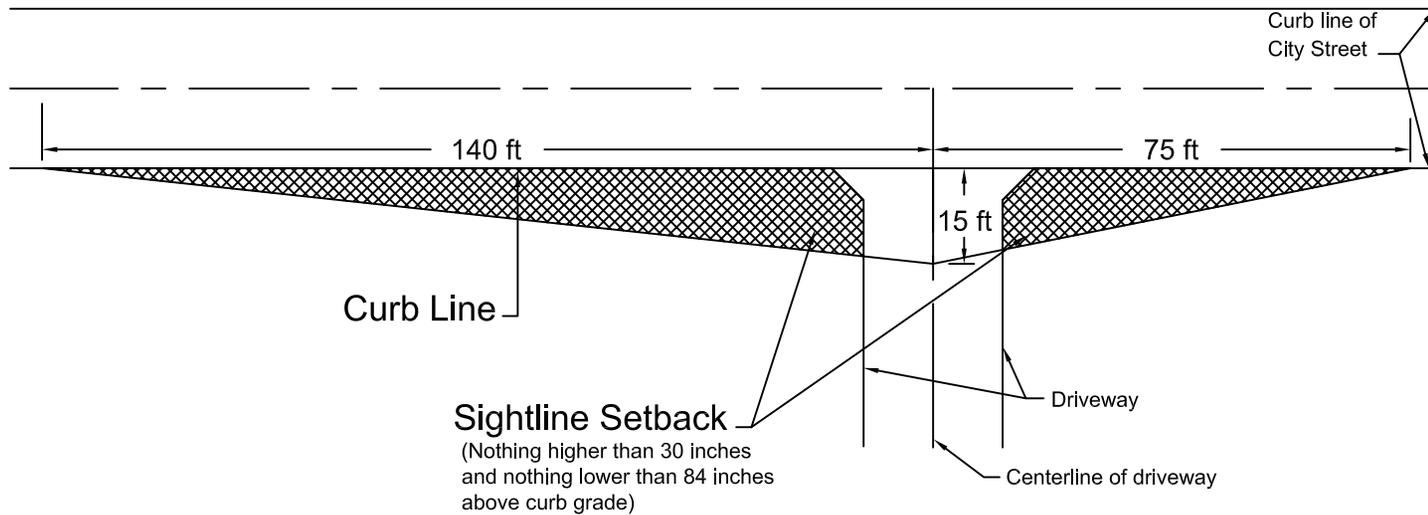


Applicant Signature

Date Received Stamp

SIGHTLINE SETBACK COMMERCIAL DRIVEWAYS

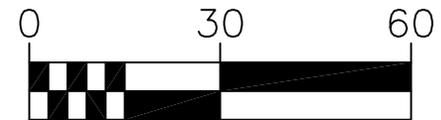
per KMC 18.27.060(3)



DRAFT



DWG. BY: ADP DATE: 1/10/2012
PATH: I:\WORK\FORMS\DW\Sightline Setback.dwg

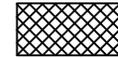


HORIZONTAL SCALE IN FEET

SIGHTLINE SETBACKS PER KMC 13.12.020

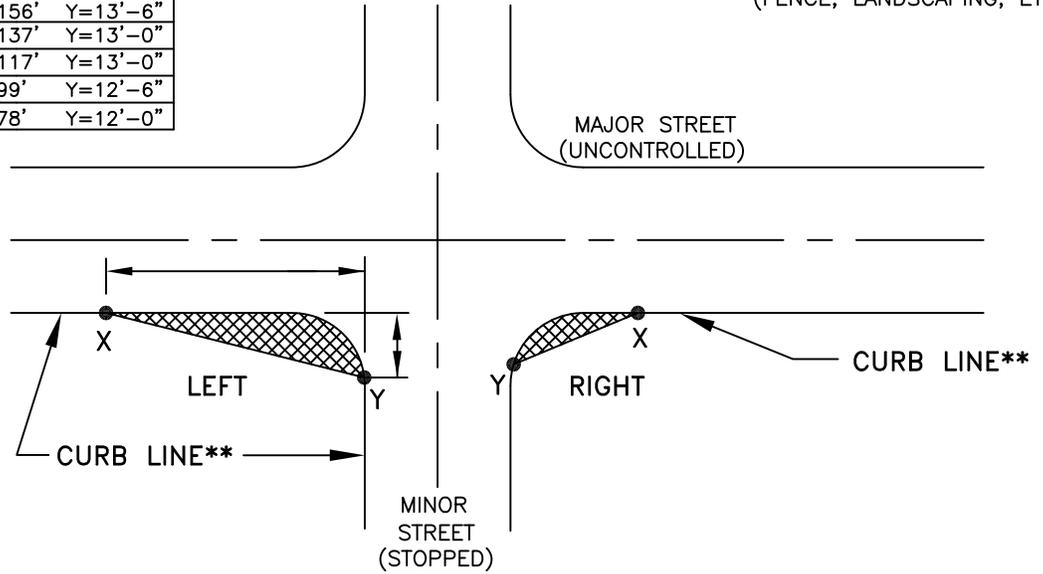
STOP CONTROLLED STREETS

| POINT OF SIGHT DISTANCE CHART* | | | |
|--------------------------------|---------------------------------------|----------|-----------------|
| SPEED LIMIT (MAJOR STREET) | DISTANCES AS MEASURED FROM CURB LINES | | |
| | LEFT | | RIGHT |
| 50 MPH | X=317' | Y=14'-6" | X=176' Y=13'-6" |
| 45 MPH | X=282' | Y=14'-0" | X=156' Y=13'-6" |
| 40 MPH | X=248' | Y=14'-0" | X=137' Y=13'-0" |
| 35 MPH | X=213' | Y=14'-0" | X=117' Y=13'-0" |
| 30 MPH | X=182' | Y=13'-6" | X=99' Y=12'-6" |
| 25 MPH | X=145' | Y=13'-6" | X=78' Y=12'-0" |



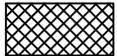
-SIGHT LINE AREA
NO OBSTRUCTIONS OVER 30-INCHES IN HEIGHT, ABOVE THE TOP OF CURB. (FENCE, LANDSCAPING, ETC.)

* THE TRAFFIC ENGINEER SHALL DETERMINE THE SPEED LIMIT TO BE USED.



**CONSULT TRAFFIC ENGINEER FOR UNCURBED STREETS OR MAJOR STREETS WITH CURVATURE.

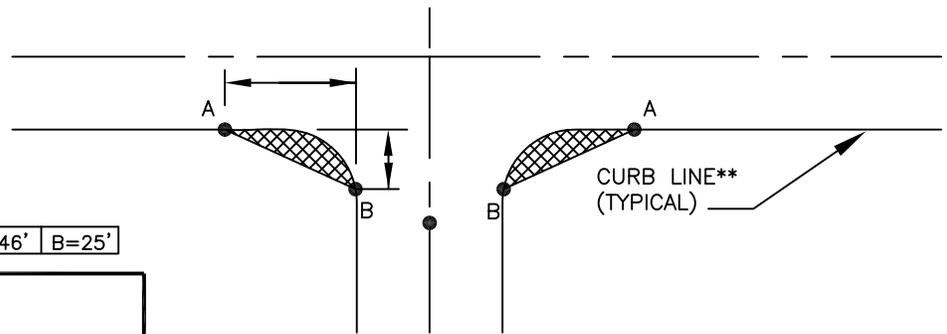
YIELD AND UNCONTROLLED T-INTERSECTIONS (NO SIGNS)



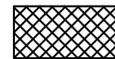
-SIGHT LINE AREA
NO OBSTRUCTIONS OVER 30-INCHES IN HEIGHT, ABOVE THE TOP OF CURB. (FENCE, LANDSCAPING, ETC.)

STREETS OTHER THAN 36 FEET WIDE SHALL BE LAID OUT ACCORDING TO THE CODE USING THE STREET CENTERLINE

36' WIDE STREET | A=46' | B=25'



UNCONTROLLED CROSSING INTERSECTION (NO SIGNS)



-SIGHT LINE AREA
NO OBSTRUCTIONS OVER 30-INCHES IN HEIGHT, ABOVE THE TOP OF CURB. (FENCE, LANDSCAPING, ETC.)

STREETS OTHER THAN 36 FEET WIDE SHALL BE LAID OUT ACCORDING TO THE CODE USING THE STREET CENTERLINE

36' WIDE STREET | C=62' | D=62'

