



## **PURPOSE**

The City recognizes and strongly subscribes to the right of business people to identify their businesses with commercial signs. The City also recognizes that the location, number, size and design of signs significantly influence public safety, the City's visual environment and the perception of the City's economic condition. It is the intent of these regulations to restore, maintain, protect and enhance public safety, the quality of the City's visual appearance, and the City's economic condition while continuing to recognize the need of businesses to advertise goods and services. The City intends to regulate the time, place and manner in which signs, both commercial and noncommercial, display their messages.

## **APPLICATION PROCEDURES**

Applications for sign approvals and permits shall be filed with the Community Development Department on forms provided by the Department. The following information is required.

- Name, address and telephone number of the property owner, applicant and sign contractor.
- Provide current Grant Deed or Preliminary Title Report, not more than six months old, of all the properties on which development is proposed or for which an application for planning action is submitted.
- An accurate site plan with location of buildings, parking lots, driveways, landscaped areas and signs;
- An accurate indication of the proposed location of each proposed sign, including any signs which are to remain or be removed;
- Scaled drawings of the proposed signs shown on elevations of the building, advertising structure or base with sign dimensions, materials, lettering and graphic style, type of lighting, and color scheme;
- Computation of existing, proposed and total signage area in relation to maximum permitted sign area;
- Such other information as the community development department may require to show full compliance with this and all other laws and ordinances of the city.

## **DESIGN REVIEW**

Planning Commission Design Review is required for any nonexempt sign on an internally illuminated canopy, awning or fascia panel and for any permanent sign which causes the total sign area to exceed fifty square feet. Signs of fifty square feet or less shall be reviewed and approved by the Community Development Department.

## **EXCEPTIONS AND VARIANCES**

The Planning Commission may grant exceptions and variances to the regulations relating to height, area, location or number of signs. See MMC 10.10.160 for more information.