



SIGN PERMIT CHECKLIST

This intake checklist identifies minimum application elements necessary for the City of Lake Forest Park to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

Applicant	Staff
<input type="checkbox"/> Building Permit application	<input type="checkbox"/>
<input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations	<input type="checkbox"/>
<input type="checkbox"/> Submittal fees	<input type="checkbox"/>

Additional submittal requirements:

These are in addition to the minimum application requirements

Site Plan (minimum 8½" x 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating:

Applicant	Staff
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed streets surrounding the property	<input type="checkbox"/>
<input type="checkbox"/> Lot lines	<input type="checkbox"/>
<input type="checkbox"/> Lineal feet of property street frontage.....	<input type="checkbox"/>
<input type="checkbox"/> Square footage of existing signs and each individual proposed sign(s).....	<input type="checkbox"/>
<input type="checkbox"/> Lineal feet of each building face containing a public entrance	<input type="checkbox"/>
<input type="checkbox"/> Lineal feet of the width of tenant's space within the building face, if the proposed sign(s) is for a tenant located in a multi-tenant building	<input type="checkbox"/>
<input type="checkbox"/> Location of existing buildings, and existing and proposed signs	<input type="checkbox"/>
<input type="checkbox"/> Distances from the proposed sign(s) to property lines and other buildings on the site (only if a pole or monument sign)	<input type="checkbox"/>
<input type="checkbox"/> Easement(s), if any (if pole or monument signs).....	<input type="checkbox"/>

Sign Design Plan, drawn to scale and dimensioned accurately indicating existing and proposed signs, and showing the following:

- | | |
|---|---|
| <input type="checkbox"/> Materials used | <input type="checkbox"/> Bldg and sign elevations |
| <input type="checkbox"/> Colors | <input type="checkbox"/> Weight of sign(s) |
| <input type="checkbox"/> Location of sign on building or property | <input type="checkbox"/> Type of lighting (if applicable) |
| <input type="checkbox"/> Sign dimensions | <input type="checkbox"/> Mounting / anchoring system |

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Additional submittal requirements:

All plans must be drawn to scale, dimensioned accurately and include the following information:

Pole or Monument

- ☐ Plot plan showing exact location in relation to the right-of-way, driveway(s), and existing public utilities
- ☐ Foundation plan
- ☐ Manufacturer's specifications
- ☐ Foundation designed by Washington State Licensed Engineer if over 8 feet tall.

Hanging

- ☐ Height above sidewalk
- ☐ Distance from curb

Wall Mounted

- ☐ Manufacturer's specifications (if any)

Sign Information

- ☐ Permanent sign
- ☐ Temporary sign

- Sign valuation (list each separately) : \$

Include with your application:

- Proposed number of signs
- Existing number of signs
- Square footage of proposed signs
- Square footage of existing signs

Applicable sign code information is located in LFPMC 18.52