



Signs Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____

PROJECT NAME: _____

There may be exceptions to this checklist depending on zoning. For exceptions, see Snohomish County Code Sections 30.27.045 and 30.27.050.

- _____ **1. Completed SIGN APPLICATION form**
Existing signage must be listed for the entire lot and/or commercial development, with total sign square footage listed. **Property owner or landlord's signature indicating his/her approval is required on the application.**
- _____ **2. (2 copies) Critical Areas Study** for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).
- _____ **3. (2 copies) Geotechnical Report** for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140 SCC).
- _____ **4. (2 copies) Hydrogeologic Report** for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).
- _____ **5. (2 sets) STRUCTURAL DETAILS of the sign containing the following:**
 - (a) Dimensions of the sign and/or logos drawn to (architectural) scale
 - (b) Sign lettering and/or logos
 - (c) Height of letters and/or sign panel
 - (d) Elevation from finished grade to top of sign or structural frame
 - (e) Complete structural details showing connections and/or engineering complying with the 2009 International Building Code
 - (f) If sign or display involves moving parts or flashing or blinking lights simulating traffic signals, submit 1 extra set of Structural Plans
- _____ **6. (2 sets) SITE PLAN of entire legal lot containing the following:**
 - (a) Property line dimensions ("Not to scale" – NTS - is not acceptable)
 - (b) Scale used (standard engineering scale required)
 - (c) Location of all existing buildings in the entire development
 - (d) Location of new sign
 - (e) Tax Account Number
 - (f) North arrow
 - (g) Date of plan preparation

- (h) If sign or display involves moving parts or flashing or blinking lights simulating traffic signals, submit 1 extra set of Site Plans
- (i) Wetlands and fish & wildlife habitat conservation areas within 300 feet of the site, including required buffers (SCC 30.62A.130).
- (j) Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130).
- (k) Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).
- (l) Location of existing NGPA, NGPA/E and proposed CAPA.

_____ 7. **Copy of Sign Contractor's Registration License**

_____ 8. **Plan Check Fee** (Other fees to be collected at permit issuance)

POLE SIGNS ONLY (in addition to previous items 1-8)

- _____ A. Location of all signs on site
- _____ B. Distance of new sign to property line
- _____ C. If pole connected above-ground, structural plans must be signed and stamped by a licensed WA State architect or engineer
- _____ D. Location of septic tanks and drainfields

BILLBOARDS ONLY (in addition to previous items 1-8)

- _____ A. SEPA Checklist completed and signed, Original and 4 copies
- _____ B. Vicinity map
- _____ C. Area Map: a map drawn to standard engineering scale, showing distances of 1,000 feet in either direction along the right-of-way, indicating the location of all billboards
- _____ D. Location of septic tanks and drainfields
- _____ E. 1 copy of site plan, 8 ½ x 11 (For SEPA Noticing Requirements)