



**CITY OF CHELAN**  
**SIGN PERMIT APPLICATION FORM**

Planning and Community Development  
P.O. Box 1669, 135 E. Johnson  
Chelan, WA 98816  
(509) 682-8017 Fax: (509) 682-8050

DATE APPLIED:

PERMIT NO.:

JOB SITE ADDRESS:

JOB SITE PHONE:

APPLICANT/OWNER:

PHONE:

MAILING ADDRESS:

E-MAIL ADDRESS:

CITY BUSINESS LICENSE NO.

LEGAL DESCRIPTION OF PROPERTY WHERE SIGN IS TO BE LOCATED:

PARCEL NO.:

CONTRACTOR/DESIGNER NAME:

PHONE:

MAILING ADDRESS:

ESTIMATED PROJECT COST:

CONTRACTOR LICENSE NO.:

EXPIRATION DATE:

CITY LICENSE NO.:

SIGN AREA (SQ. FT.):

SIGN DIMENSIONS:

STREET FRONTAGE OF PROPERTY (ft):

TYPE OF SIGN: ☐ FREESTANDING ☐ PROJECTING ☐ WALL ☐ AWNING WILL SIGN BE ILLUMINATED? YES NO  
IF SO, HOW?

NUMBER OF TENANTS OR AVAILABLE BUSINESS SPACES ON PROPERTY:

LIST TYPE AND SIZE OF ALL EXISTING SIGNS ON THE PROPERTY:

- ☐ Is the property within 200 feet of Lake Chelan or the Chelan River? ☐ Yes ☐ No
- ☐ Is the property located in the Downtown Planning Area? ☐ Yes ☐ No
- ☐ Provide \$75.00 fee per sign when application is submitted.
- ☐ An accurate drawing to scale (minimum scale is 1/4 inch equals 1 foot) appropriate for showing all details of the sign(s), including all mounting structures and devices
- ☐ An accurate drawing to a scale (minimum scale is 1/4 inch equals 1 foot) appropriate of all building faces to be signed including the location(s) of all existing and proposed sign(s) in the case of wall or projecting signs.
- ☐ An accurate drawing to a scale appropriate of a site plan (minimum scale is 1 inch equals 10 feet) showing the location of building(s), street(s), and sign(s) in the case of freestanding signs.

**WARNING: DO NOT CONSTRUCT OR ORDER A SIGN UNTIL A PERMIT HAS BEEN ISSUED.**  
**THE INSTALLATION PERMIT WILL EXPIRE 180 DAYS AFTER ISSUANCE.**

*I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to hold harmless the City of Chelan as to any claim (including costs, expenses, and attorneys' fees incurred in investigation and defense of such claim) which may be made by any person, including the undersigned, and filed against the City of Chelan, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application. I understand that the lead agency is relying on them to make its decision.*

\_\_\_\_\_  
Date Submitted:

Applicant Signature

Print Name \_\_\_\_\_

Place Where Signed: \_\_\_\_\_, WA

\_\_\_\_\_  
Date Submitted:

Authorized Agent Signature

Print Name \_\_\_\_\_

Place Where Signed: \_\_\_\_\_, WA

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## OWNERSHIP CERTIFICATION

I, \_\_\_\_\_, hereby certify that I am the major property owner(s) or officer of the corporation owning the property described in the attached application. I also hereby certify under penalty of perjury under the laws of the State of Washington that this application and that the statements, answers, and information are in all respects true and correct to the best of my knowledge and belief. I have also familiarized myself with the rules and regulations of the City of Chelan

Property Address: \_\_\_\_\_ Project Desc.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

(Corporation or company name)

## ACKNOWLEDGMENT

State of Washington )

)

County of Chelan )

On this day personally appeared before me \_\_\_\_\_ to be known to be the individual described in and who executed the within and foregoing instrument and acknowledge to me that (*he, she, they*) signed the same as (*his, her, their*) free and voluntary act and deed for the uses and purposes therein mentioned.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington

Residing in: \_\_\_\_\_

Date: \_\_\_\_\_

Other property owners included in this application must be listed below: (attach additional sheet if necessary)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## SIGN CODE INFORMATION

During the early 1980's, the business community had expressed concerns regarding the lack of regulations for signs which, due to size and/or placement, were detracting from the beauty of the city and Lake Chelan. In response to these concerns, the city appointed a study group comprised of property owners and planning commission members to work together to create a sign code. The City of Chelan adopted this sign code in 1985. In 1986, portions of the sign code were revised at the request of citizens. Portions of the sign code were again revised in 1995 following a one-year review by the sign committee, public meetings and their revisions, and public hearings before the Planning Commission and the City Council.

Key sections of the revised sign code are outline below:

- The total combined square footage of wall signs on one side of a structure cannot exceed ten percent of the wall face.
- Only two sides of a structure may have signs.
- Banners, pennants, and streamers are allowed during a maximum period of thirty days within on calendar year.
- Projecting signs are now allowed up to 15 square feet. Larger projecting signs may be allowed in certain areas.
- Sandwich board signs are still permitted; however, their placement is restricted to the front of the business that the sign is advertising.
- If you have a historically-significant sign that was installed prior to January 1, 1956, your sign, with the approval of the City Council, will be allowed to remain in place.
- Window signs are still exempt from the sign code.
- Signs that do not comply with the revised code (nonconforming signs) were to be brought into compliance by July 1, 1997.
- The city has established this time period with the understanding that together with the ten-year period established pursuant to Chelan Ordinance No. 789, it provides a reasonable time period to recover the life expectancy of most signs. However, the city recognizes there may be special, unusual circumstances that may fall outside of those parameters. Any person aggrieved by the imposition of the deadline date for nonconforming signs may request a review of such applications of the clause. The request for review shall be filed with the city no later than thirty days after receiving a letter of nonconformance. The request for review shall be heard by the Board of Adjustments pursuant to Chapter 17.60 of the Chelan Municipal Code.

A sign permit is required prior to the placement of any sign that is regulated by the sign code.

A copy of the complete sign code or those portions that are relevant to your proposed or existing signs and sign permit applications may be obtained by contacting the Department of Planning and Community Development at 682-8017.

## SIGN CODE EVALUATION FORM

The City of Chelan has developed this checklist to assist you in determining if your sign(s) meet(s) the criteria in Section 17.58 of the Chelan Municipal Code. The checklist is only intended to serve as a general guide to determine if you are in compliance with the requirements contained in the sign code. You may have additional requirements if your business has a conditional use permit, or if it is a gas station, a motel, or is located in the Downtown Planning Area or Tourist Accommodation Zone. Refer to Section 17.58 of the Chelan Municipal Code for specific information.

### 1. WALL SIGNS:

The maximum area for the total of all wall signs for any single building face must not exceed ten (10) percent. This includes all window and door areas and is measured from the sidewalk or ground line to the building eave line. To determine the square footage of your building face, measure the height and width of the face. Multiply the height times the width. This figure is the square footage of the building face. Ten (10) percent of that figure is the maximum size allowed for your wall sign. Wall signs may not be located on more than two sides of any building unless the building contains an individual business or businesses with separate entrances on more than two sides of the building. Businesses with the main entrance fronting on an alley may use the exception stated above.

Do you comply?

☐ N/A

☐ YES

☐ NO

### 2. SANDWICH BOARD SIGNS:

One sandwich board sign, not to exceed forty-two (42) inches in height or thirty (30) inches in width, may be placed in front of the business the sign is advertising.

Do you comply?

☐ N/A

☐ YES

☐ NO

### 3. WINDOW SIGNS:

Window signs are exempt, provided they are placed on the surface of a window or inside a window and visible from the outside.

### 4. FREESTANDING, PROJECTING AND SUSPENDED SIGNS:

Determine your business location and refer to the appropriate section below. Highway frontage properties are situated adjacent to SR 150 or Highway 97A.

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Highway Frontage: The maximum area for all projecting and freestanding signs cannot exceed fifty (50) square feet. Refer to the sign code for parcels with more than 100 square feet of highway frontage. Freestanding signs are spaced a minimum of fifty (50) feet apart and do not exceed twenty-five (25) feet in height or the highest point of the structure the sign is advertising, whichever is less.

Do you comply?

☐ N/A

☐ YES

☐ NO

Non-Highway Frontage: For buildings which are located ten feet or more behind the front or side property line, a single freestanding sign and a wall sign not to exceed six square feet may be substituted for the otherwise allowable wall and projecting signs. Any such freestanding sign shall be entirely within the yard area, shall not obstruct public walkways, and shall not be placed where a vehicle driver's visibility might be obscured including, but not limited to, intersections, alleys, and driveways. The maximum area of freestanding signs shall not exceed twenty-five square feet or extend higher than the highest point of the roof-line or sixteen feet, whichever is less. Flagpoles, crosses, etc. shall not be used in calculating structure height. Only one such freestanding sign shall be allowed per business property or parcel.

The total area of a projecting sign cannot exceed fifteen (15) square feet or project more than five (5) feet from the building face.

A suspended sign can be substituted for a projecting sign, and cannot exceed six (6) square feet in area or six (6) feet in length and 12 inches in height.

Do you comply?

☐ N/A

☐ YES

☐ NO

### **EXEMPT SIGNS**

The following is a brief description of types of signs and devices that are exempt from the permit requirements. See §17.58.030(A) for complete text.

1. Accessory commercial signs, including open/closed signs, bank card signs, credit card signs, travel club signs, welcome signs and vacancy/no vacancy signs;
2. Banner signs, decorative flags, pennants, streamers, provided they are only displayed for one 30-day period within a calendar year;
3. Barber poles;
4. Billboard signs located on the outfield fence of the city parks baseball field;
5. Commemorative plaques and integral signs with engraved lettering;
6. Community activity signs or banners, provided they are installed no sooner than 30 days prior to the event or activity and removed within 14 days of the completion of the event or activity;
7. Construction signs;

8. Flags and insignia of any government;
9. Historically significant signs, provided they are approved by special permit of the City Council. To meet the criteria of a historical sign, said sign shall have been installed or constructed prior to January 1, 1956;
10. Historical site or structure signs, provided they are approved by special permit of the City Council. Such signs shall be a maximum of 12 square feet and be non-illuminated unless allowed elsewhere in this code. Only the name of the site or structure, hours of visitation and admission charges shall be on the sign;
11. Integral decorative or architectural features of buildings including building names and wall murals, except when such features include commercial working, moving parts, or moving lights;
12. Menu signs, for drive-in restaurants;
13. Menu signs, for other than drive-in restaurants provided that the menu displayed is the same as given to customers and shall have a maximum size of four square feet;
14. Movie theater display cases, a maximum of two cases not to exceed 24 square feet each;
15. Murals, provided the mural is consistent with the criteria imposed by the Lake Chelan Mural Program, except any portion of a mural that meets the definition of a “sign” in Chapter 17.58.040(K);
16. Noncommercial signs bearing only property numbers, postal box numbers or names of occupants of premises;
17. Political signs, provided they are removed no later than one week after the election;
18. Real estate signs, provided there shall be only one such sign per lot and shall not exceed four square feet in size or exceed 422 inches in height in residential zones;
19. Real estate signs for condominium projects and subdivisions, provided that signs shall not exceed 32 square feet in size or exceed six feet in height.
20. Signs of a public body, including, community service informational signs, kiosk signs, public utility information signs, traffic control signs and all signs erected by a public officer in performance of a public duty;
21. Signs directing and guiding traffic and parking on private property;
22. Temporary signs, provided that they be removed not later than thirty (30) days after initial posting;
23. Time and temperature signs;
24. Wall graphics;
25. Window signs.

## **PROHIBITED SIGNS**

1. Abandoned signs;
2. Bench signs;
3. Portable signs;
4. Off-premises signs more than 400 feet from the location of the business to which the sign pertains as listed on the business license;
5. Roof signs or marquee signs which are located on, project from or extend above the eave of parapet line of any portion of the building;
6. Signs in a dilapidated or hazardous condition;
7. Signs on doors, windows or fire escapes that restrict free ingress or egress;
8. Signs with flashing lights;
9. Signs which have moving parts, or are designed to be moved in any way by the wind;
10. Signs which purport to be, are in imitation of, or resemble an official traffic sign or signal; could cause confusion with any official sign or which obstructs the visibility of any traffic/street sign, signal, or obstructs a vehicle driver's visibility at intersections, alleys, driveways, etc.;
11. Signs attached to utility, street light and traffic control standard poles;
12. Signs on any vehicle or trailer parked as a stationary display for advertising purposes on public or private property which are visible from public right-of-way. This shall not prohibit signs which are painted on or magnetically attached to any vehicle operating in the normal course of business.

10. **Downtown Planning Area.** Signs within the Downtown Planning Area (see figure 1 below) shall also comply with the following standards below:



Figure 1. Downtown Planning Area.

- a. **Building Coverage.** Storefront buildings may include a sign or signs on any building face, provided the signs meet applicable standards herein.
- b. **Sign illumination.** Except for gas station signs, neon sign projecting or window signs, and signs with shadow lighting, internally illuminated signs within the Downtown Planning Area are prohibited.



Figure 2. Acceptable (neon – left image and shadow lighting – center image) and unacceptable (back-lit box sign) sign lighting.

- c. **Freestanding signs.** For buildings which are located at least ten feet or more back from any street frontage, a single freestanding sign may be located in the front yard per the following requirements:

<b>Freestanding Sign Requirements</b> <sup>1,2</sup>	<b>Monument Sign</b>	<b>Standing Sign</b> <sup>3</sup>
Height Limit	42'' to 6'	6'
Maximum Sign Area	20-40sf <sub>4</sub>	16 sf
Minimum Setback	2' from back of existing or planned sidewalk	2' from back of existing or planned sidewalk
Landscaping <sub>5</sub>	1sf landscaping per 1sf of sign face	1sf landscaping per 1sf of sign face
Minimum Frontage	50'	50'

Notes:

1. A minimum lettering height of six inches for the primary business name and three inches for secondary business names is recommended for readability.
2. Buildings on corner lots may have one sign per street frontage provided the signs are separated by at least 150 feet (measured in a straight line). Corner lots may use different street frontages separately in terms of calculating maximum monument sign area.
3. Standing signs shall include a wood, metal, or other similar and durable material for framing and support. Standing signs shall utilize two support legs. No internal sign lighting is permitted.
4. The maximum area of freestanding signs shall not exceed 20 square feet; provided, that parcels with more than fifty feet of frontage on any one street may increase the maximum size of the sign located on that street frontage by one square foot for each ten lineal feet of street frontage in excess of 50 feet, to a maximum size of 40 square feet.
5. Landscaping includes a decorative combination of ground cover and shrubs to provide seasonal interest in the area surrounding the sign. Landscaping shall be well maintained at all times of the year. The Planning Manager may reduce the landscaping requirement where the signage incorporates stone, brick, or other decorative materials.



Figure 3. Acceptable examples of monument and standing signs.

- d. **Projecting Signs.** Projecting signs shall meet the standards set forth in subsection (B)(3) of this section plus: Projecting signs shall not cover or conflict with windows or other substantial architectural features of a building, as determined by the Director.
- e. **Banner Signs.** Banner signs shall comply with projecting sign requirements set forth in this section, except:

- i. Projection. No more than four feet from the building facade.
- ii. Number of signs. Multiple banner signs are permitted on a façade provided they use consistent spacing/placement and bracket design and meet other applicable standards herein.



Figure 4. Banner sign examples.

- f. Suspended Signs. One suspended sign is permitted for each business in a storefront building provided they meet all the following requirements:
  - i. Projection. Suspended signs shall have one foot minimum between the sign and the outer edge of the marquee, awning, or canopy and between the sign and the building façade.
  - ii. Clearance. Suspended signs shall maintain a minimum clearance of eight feet between the walkway and the bottom of the sign.
  - iii. Vertical dimension. Suspended signs shall not exceed one foot in height

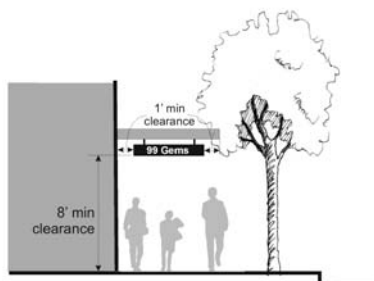


Figure 5. Suspended sign examples.

- g. Wall Signs.
  - i. Size. The maximum area for the total of all permitted wall signs for any single wall plane shall not exceed ten percent. This shall include all window and door areas and shall be measured from the sidewalk or ground line to the building eave line or parapet.
  - ii. Location and Design.

- (a) Location. Wall signs shall be centrally located per the architectural features on the façade. Wall signs shall extend no wider than 80 percent of the width of the façade or storefront space. For example, most buildings are designed with specific areas of the building intended for signage – applicants shall utilize these areas for signage. Signs shall not cover over windows or other significant architectural features, as determined by the Director. Where there's more than one tenant on the façade, signs should be centered above the storefront space, where architectural features allow. For multi-story buildings with upper level commercial tenants, signs may be located on applicable upper levels provided they meet applicable standards herein.
- (b) Shape/Design. Applicants are encouraged to design and shape signs consistent with the architectural features of the façade. For example, rounded signs can look out of place in rectangular spaces unless they are centered or proportioned to fit the space. See figures 6 and 7 for good and bad examples, respectively.
- (c) For buildings built prior to 1950, applicants are encouraged to find historical photos (prior to 1950) to find appropriate examples of signage for the subject building.
- (d) Maximum Height. Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building. Except for signs identifying the name of the building, wall signs shall not be placed above the second floor of any buildings featuring more than two stories.
- (e) Mounting. Wall signs must be mounted plumb with the building, with a maximum protrusion of one foot unless the sign incorporates sculptural elements or architectural devices. The sign frame must be concealed or integrated into the building's architectural character in terms of form, color, and materials.
- (f) Lettering. The maximum height for lettering is three feet. The maximum height for logos is four feet. Greater heights for lettering and logos may be approved by the Director when designed proportional to the building facade.

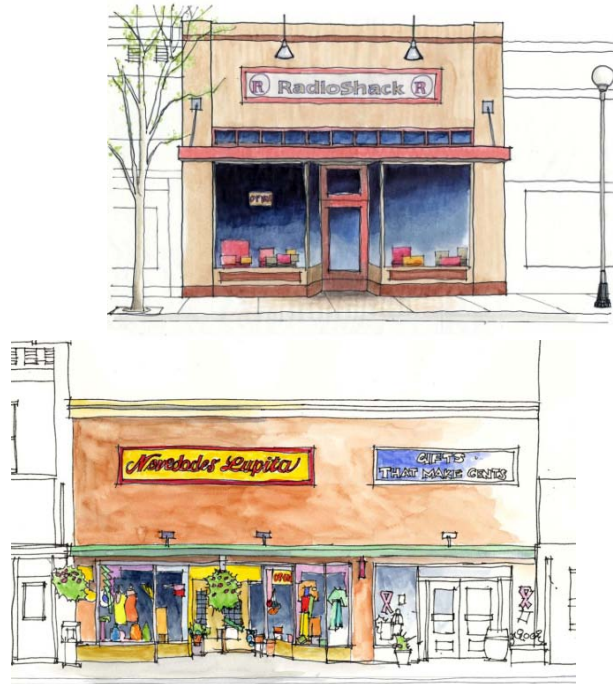


Figure 6. Examples of wall signs located, sized, and shaped compatible with the facade.



Figure 7. Unacceptable wall sign examples. These signs are out of scale with the facades and appear to cover over historical architectural features.

- iii. Signs located on firewalls on the side of storefront buildings shall not include internal illumination.



Figure 8. Acceptable firewall sign example.