



120 First Avenue North  
PO Box 548 • Ilwaco, WA 98624  
Phone: 360.642.3145  
Fax: 360.642.3155  
clerk@ilwaco-wa.gov  
www.ilwaco-wa.gov

## SIGN PERMIT APPLICATION (For complete details see IMC 15.45)

### PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION:

- Three (3) copies of a dimensional plot plan to scale, showing all structures, abutting right-of-way line of each street, location of proposed sign, and each existing sign on the property.
- A minimum of two (2) copies of a plot plan showing the location of the proposed sign with computations, diagrams, and other data sufficient to show proper structural stability of the installation; type of material and all dimensions of supports and footings; type of lighting, clearance above ground
- Three (3) copies of a dimensional drawing showing the type of sign as designated in IMC 15.45, and, if lighted, the method of illumination, and height of the sign.
- If the sign is a wall sign, three (3) copies of an elevation of the building facade. This elevation shall be fully dimensional and accurate as to scale. It shall show the proposed sign and each existing sign.
- One or more photographs showing the location of the proposed sign and its relationship to the remainder of the property.
- *A building permit may also be required – please check with the Building Department.*

### APPLICANT

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

Contact Person: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Do you have permission of the property owner to erect this sign? (Mark One) YES  NO

### PROPERTY OWNER(s)

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

Contact Person: \_\_\_\_\_

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

Parcel Number(s): \_\_\_\_\_

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

Email: \_\_\_\_\_

**PROPOSED SIGN ADDRESS / LOCATION**

Sign Address / Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Proposed activity for which the sign is intended

**COMPLETE LISTING OF EXISTING SIGNS** (REQUIRED: Including Type and Total Square Footage)

Name: \_\_\_\_\_ Type: \_\_\_\_\_ Size: \_\_\_\_\_

Name: \_\_\_\_\_ Type: \_\_\_\_\_ Size: \_\_\_\_\_

**PROPOSED SIGN TYPE** (Please check all that apply)

- Freestanding
- Sign on Awning
- Painted Wall/Window/Adhered
- Monument
- Pitched Roof
- Projecting
- Sign on Marquee
- Sign Attached to Canopy

**PROPOSED SIGN DIMENSIONS**

Face of Sign Width: \_\_\_\_\_

Face of Sign Height: \_\_\_\_\_

Overall Sign Height: \_\_\_\_\_

Total Sign Square Footage: \_\_\_\_\_

**PROPOSED WALL SIGN**

Length of Building Wall: \_\_\_\_\_

Square Footage of Existing Sign(s): \_\_\_\_\_

*The permit shall be valid if the sign is erected and maintained in compliance with city code, and the applicant did not misrepresent or falsify any information supplied in the application. Any permit issued under this chapter shall be void if no substantial physical action be taken, in accordance with any conditions of the permit and the applicable requirements of IMC Chapter 15.45, within one hundred and twenty (120) days following the date of its issuance. Any permit issued shall remain in effect as long as the sign is maintained in compliance with any permit conditions and all applicable provisions. Signatures represented must have the full legal capacity and hereby authorize the filing of this application and certify that the information and exhibits herewith are correct and indicate the parties willingness to comply with all code requirement.*

**APPLICANT SIGNATURE:** \_\_\_\_\_

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

**PROPERTY OWNER(s) SIGNATURE:** \_\_\_\_\_

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

**CITY PLANNING OFFICIAL SIGNATURE:** \_\_\_\_\_

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

Ilwaco City Hall or at <http://www.ilwaco-wa.gov/>