



**CITY OF KIRKLAND**  
**PLANNING AND COMMUNITY DEVELOPMENT**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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**MASTER SIGN PLAN, POLE SIGN & OFF-SITE DIRECTIONAL SIGN  
PERMIT APPLICATION**

This permit application packet is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent section of the Zoning Code, the Kirkland Comprehensive Plan, other City regulatory ordinances, inspection of the property, as well as testimony and evidence presented through public comments.

You are encouraged to schedule a pre-submittal conference with a planner from the Department of Planning and Community Development well in advance of submitting your application to discuss your proposal and obtain guidance on the information you must submit.

Copies of City documents such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Planning and Community Development in City Hall, 123 Fifth Avenue, and the Kirkland Public Library, 308 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing Company at (206) 527-6851. The City ordinances can also be found on-line at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us).

**NOTE:** Information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements. Furthermore, in the case of a discretionary zoning permit, the role and the authority of the City staff is advisory only. A final decision on such a permit can only be made after public comment and/or public hearing by the Planning Director, Hearing Examiner, or City Council, depending upon the type of permit.



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**APPLICATION CHECKLIST: MASTER SIGN PLAN, POLE SIGNS; AND OFF-SITE DIRECTIONAL SIGNS**

The following is a list of materials which must be submitted in order to have a complete application.  
RETURN THIS LIST WITH APPLICATION

Applicant  
to check  
if submitted

**Application**

- 1. A completed application form.
- 2. Applicable Criteria Sheets, with all questions fully answered.
- 3. A completed and signed Environmental Checklist (for off-site directional signs only).

**Fees**

- 4. A check to the City of Kirkland for the filing fee.

**Plans**

- 5. Two (2) copies of plans, including:
  - a. Elevation drawings of each sign, indicating the size, materials, design, and lighting of the signs and whether any ground-mounted sign is two-sided;
  - b. A site plan, drawn to scale and indicating the location of any ground-mounted signs and landscaping around the base of the sign, pursuant to Section 100.95 of the Zoning Code, and any buildings on which building-mounted signs would be and are now located;
  - c. For ground-mounted signs, refer to the City's handout for **Sight Distance at Intersections**. As indicated in the handout, a site plan shall be obtained from the City at a scale of 1"/30' or 1"/40' and submitted, showing the sight triangle (area to be clear of any obstructions between 3 and 8 feet in height) that follows the procedures in the Public Works Pre-approved Plan Notebook. Include the following information on the site plan:

- i The subject property, adjacent intersection(s), and if applicable, the driveway serving the site, on-street parking and/or bicycle lanes
  - ii For minor and major streets; average daily traffic, control type and speed limit
  - iii For driveways: PM peak volume and average daily traffic for major street
  - iv Sight distance triangle indicated on both sides of the adjacent street or driveway.
- d. Building elevations, drawn to scale and showing the placement and design of all proposed building-mounted signs, including existing signs proposed to remain.

**Other**

- 6. A list indicating the type and size of each existing and proposed sign and indicating which existing signs are to be removed.
- 7. A statement indicating how signs for future tenants will be integrated into the site, consistent with the proposed design plan.
- 8. If needed to accurately portray the appearance of proposed signs, the applicant may provide or the City may require, any of the following:

  - a. Color renderings showing an accurate representation of the signs in relation to buildings or other features of the site and surrounding area;
  - b. Samples of proposed sign materials and colors;
  - c. Photographs indicating views of the signs from prominent vantage points.
  - d. Scale models of ground-mounted signs from prominent vantage points.

- 9. One (1) copy of all plans reduced onto 8½" x 11" sheets.
- 10. The following materials must be submitted on CD to the Planning Department for presentation at public meetings and/or permanent storage:

  - Acceptable native electronic formats are: Adobe PDF, Word, Excel, PowerPoint, JPEG or GIF.
  - All memos and reports including SEPA checklists, wetland reports, geotech. reports, site plans, traffic reports, etc. should be submitted in their native electronic format or converted from their native format to Adobe PDF rather than being scanned.

- Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- All plans, drawings, renderings, photographs or other graphics must be submitted in its native electronic format. CAD format is unacceptable; you must convert to Adobe PDF before submitting.
- All documents must be either 8 ½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- Models and/or material/color boards, if prepared, must be photographed for permanent storage and submitted to the Planning Department on CD.
- Converting a document from its native format to an Adobe PDF document is preferred as opposed to scanning the document.

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## APPLICATION FORM

TYPE: (Check one)

- Master Sign Plan
- Pole Sign in Sign Category F
- Off-Site Directional Sign

PRIMARY CONTACT:

Applicant's name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's e-mail address: \_\_\_\_\_

**NOTE: If applicant is other than owner, he/she must be authorized to act as agent (see page 2).**

SECONDARY CONTACT:

Property owner's name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Owner's address: \_\_\_\_\_  
\_\_\_\_\_

Owner's e-mail address: \_\_\_\_\_

**AN ELECTRONIC COPY OF OR A WEB LINK TO THE STAFF REPORT, MEETING AGENDAS AND THE NOTICE OF FINAL DECISION WILL BE EMAILED TO THE APPLICANT AT THE ABOVE LISTED EMAIL ADDRESS. IF YOU PREFER TO RECEIVE A PAPER COPY, THEY ARE AVAILABLE UPON REQUEST. PLEASE INDICATE IF YOU WOULD ALSO LIKE A COPY OF THESE MATERIALS TO BE SENT TO THE PROPERTY OWNER'S EMAIL ADDRESS:        YES \_\_\_\_\_ NO \_\_\_\_\_**

(1) Property address (if vacant, indicate lot or tax lot number, access street and nearest intersection):

\_\_\_\_\_  
\_\_\_\_\_

(2) Tax Parcel Number: \_\_\_\_\_

(3) The site is zoned: \_\_\_\_\_ and is presently used as: \_\_\_\_\_

\_\_\_\_\_

- (4) Street frontage of entire property (ft.): \_\_\_\_\_
- (5) Number of tenants or available business spaces on property: \_\_\_\_\_
- (6) Have there been any previous zoning permits (including Master Sign Plan) for the subject property?  
\_\_\_\_\_ If yes, what is the Department of Planning and Community Development file number?  
\_\_\_\_\_

**Your application will not be complete until all documents listed on the application checklist are submitted.**

**You may not begin any activity based on this application until a decision has been made.**

**Conditions or restrictions may be placed on your request if it is approved. After the City has acted on your application, you will receive formal notice of the outcome. If an appeal is filed within 14 days of application approval, you may not begin any work until the appeal is settled. You may also need approvals from other City departments. Please check this before beginning any activity.**

# APPLICATION FORM

## STATEMENT OF OWNERSHIP/DESCRIPTION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached as page 3 of this application, and designate \_\_\_\_\_ to act as our agent with respect to this application.

## AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

## HOLD HARMLESS AGREEMENT-READ CAREFULLY BEFORE SIGNING

The undersigned, in making this application, certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans, and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses, and attorney's fees incurred in investigation and defense of said claims whether real or imaginary, which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees, and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) 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. I understand that the lead agency is relying on them to make its decision.

Applicant	Property Owner #1
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Agent (Other than Applicant)	Property Owner #2
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____

# APPLICATION FORM

Exhibit A: Legal Description

**CRITERIA SHEET  
FOR A MASTER SIGN PLAN (SECTION 100.80)  
PLANNING DIRECTOR DECISION**

1. Explain how the proposal manifests exceptional effort toward creating visual harmony between the sign, buildings, and other components of the subject property through the use of a consistent design theme. For example, the colors materials, locations, or types of sign(s) could be the unifying elements which create visual harmony.
2. Explain how the proposed deviations are the minimum necessary to create readable signs from the rights-of-way providing direct vehicular access based on traffic speeds and patterns in the area of the subject property.
3. Explain how the signs are in character and orientation with planned and existing uses in the area of the subject property.

**RESPONSE**

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