



DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS
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Public Notice Signs

Planning Department

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

READ COMPLETELY AND CAREFULLY

Most zoning, subdivision, short subdivision, substantial development permit, and street, alley and easement vacation applications require that the applicant erect a public notice sign(s) on or near the subject property. The following permits **do not** require a sign:

1. Administrative Design Review; or
2. Master Sign Plans.

For all zoning, subdivision, and shoreline permit applications, the sign(s) must be erected before a determination of completeness can be issued.

Failure to have the sign(s) in place by the deadline time will result in a delay of permit processing and additional charges to re-notice the application.

Posting the Sign

1. Your Planner will help you determine the number of signs required and where to place them. See the back of this page for specific details concerning your project's Public Notice Sign.

Number of Signs Required: _____

Placement of Signs: _____

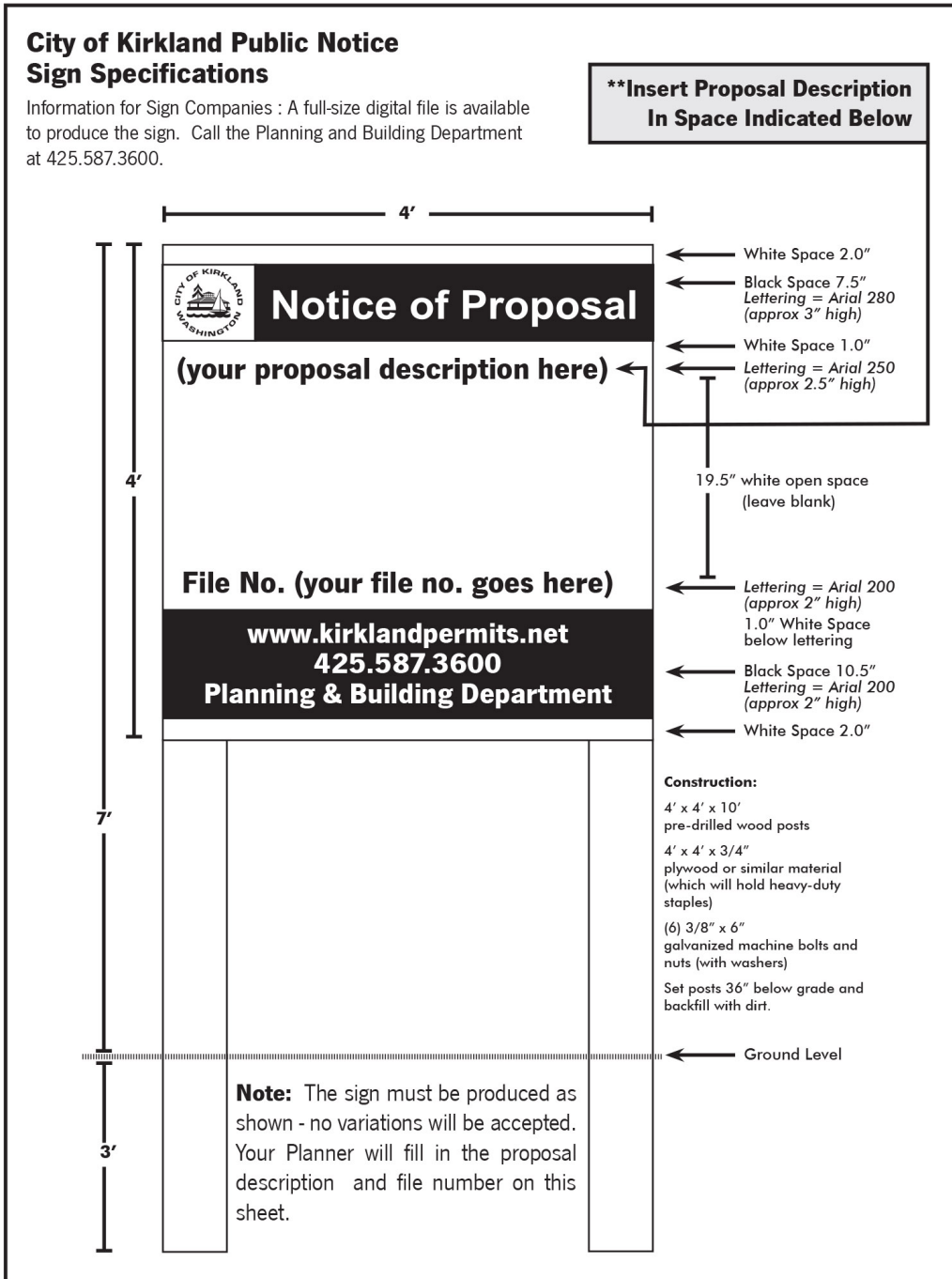
1. Obtain the appropriate number of public notice signs, designed according to the size and specifications shown on the reverse side.
2. Erect the sign(s) by solidly setting the posts 36 inches into the ground. The sign(s) must be placed in a location clearly visible and accessible from the adjacent right(s)-of-way.
3. On the same day that the sign(s) is erected, contact the planner assigned to your project to approve the location of the sign(s), or call (425)587-3600.
4. The signs shall remain in place until you have received written authorization from the Planning & Building Department.

Your proposal description to go on sign: _____

File number to go on sign: _____

Removing Sign(s) After the Final Decision on the Application

Remove the sign(s) from the site within seven (7) calendar days after receiving written authorization from the Planning and Building Department.



Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.