



# DEVELOPMENT SERVICES

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## Requirements for Temporary Signs

Planning Department

Temporary signs are those intended and designed to be displayed for a limited period of time. They must be made of cloth, paper, cardboard or similar lightweight material and must be installed to be easily removed. They may not be lighted. Below is a list of temporary signs allowed in the City and their associated requirements. For a list of prohibited signs/devices see [KZC Section 100.85](#).

### Properties for Sale or Rent

	# of Signs	Size	Permitted Location*	Duration
<b>On-Site</b>	One per dwelling unit for sale or rent.	Detached dwelling units: 6 sq. ft.  Other uses: 32 sq. ft. per sign face.	On the property for sale or rent.	Remove after property is sold or rented.
<b>Off-Site</b>	One per block with 1/4 mile of property for sale or rent.	6 sq. ft. per sign face	Outside of required sight distance triangles (see KZC 115.135).  On private property with consent of the property owner.  In public rights-of-way, other than paved vehicular travel lanes, paved parking areas, sidewalks or pedestrian paths, driveway aprons, and center medians.	When property for sale or rent is open for public viewing.

### Signs for Properties with Active Construction

# of Signs	Size	Permitted Location*	Duration
One per right-of-way	32 sq. ft. per sign face	On the property actively under construction.	Remove after construction.

**Signs Displayed Prior To, During, and After Elections**

# of Signs	Size	Permitted Location*	Duration
No limit	6 sq. ft. per sign face	On private property with consent of the property owner.  In public rights-of-way, other than paved vehicular travel lanes, paved parking areas, sidewalks or pedestrian paths, driveway aprons and center medians.	No later than 7 days after the final election.

**Temporary Signs in Nonresidential Zones**

# of Signs	Size	Permitted Location*	Duration
No limit.	No maximum.	Property in a nonresidential zone on which the business is located, attached to the face of a building, a wall, or fence.	During the use, event, or condition advertised on the sign but no more than 60 days.

**Signs Associated with Temporary Events**

# of Signs	Size	Permitted Location*	Duration
No limit.	6 sq. ft. per sign face.	On the property with which the sign is associated.  In public rights-of-way, other than paved vehicular travel lanes, paved parking areas, driveway aprons and center medians. Signs placed on sidewalks must be located outside of the path of pedestrian travel, leaving a travel width of at least 5'.	Between 2 days prior to and 4 hours after the event.

\*In addition to the requirements above, compliance with Public Works sight distance standards is required (see [pre-approved plan R-13](#)) and temporary signs are prohibited in the following locations:

- Public parks (KMC 11.80.040)
- Fire lanes (KMC 21.34 and Fire Department Operating Policy 7)
- Within 3' of a fire hydrant (Fire Department Operating Policy 4)
- On utility poles, street furniture, utility vaults, or street trees (KMC 11.24.020(1)(K))

**What happens if a Temporary Sign violates these rules?**

Any sign in the right-of-way found in violation of the temporary sign regulations may be impounded by the City without prior notice. If the sign owner's contact information is known, the City will attempt to inform the sign owner of the impounded sign(s). The sign owner will be asked to sign the Agreement below for the sign(s) to be returned. Unclaimed signs will be discarded after 30 days. If the sign is found in violation again, it will be discarded without prior notice. Additional code enforcement follow-up may be needed for repeat violations.

## Agreement

I, the undersigned, certify that I am the owner, or the owner's authorized agent, of the impounded sign(s) described below. If acting as an authorized agent, I further certify that I have full power and authority to sign this form. I have provided true and correct information.

Description of Sign(s):

I, the undersigned, further certify that I have read and understand these rules and will comply with all provisions of law and ordinance governing temporary signs. I also understand that my sign(s) is/are being returned to me on the condition that I agree that I will not violate the rules for Temporary Signs again.

Should the sign(s) described above be found in violation again, the sign(s) will be discarded without prior notice. I understand that repeat offenders may be subject to a Notice of Civil Violation, hearing, and a \$100 fine (or greater) per sign found in violation based on the number of repeat violations.

Sign Owner/Authorized Agent _____  Company Name _____  Address _____  City _____ State _____ Zip Code _____	Signature _____  Phone _____  Email _____  Date _____
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**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:** The City of Kirkland assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its federally funded 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 425-587-3031 or [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov).