

City of Kirkland Planning Department Master Sign Plan, Pole Sign & Off-Site Directional Sign Application Requirements:

Application Checklist

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist.

Pre-Submittal Meeting

A meeting with a planner is highly recommended within the six months immediately prior to application submittal.

Application

- A completed and signed Environmental Checklist (only if applying for Off-Site Directional Sign).
- A statement describing how the application specifically complies with applicable criteria set forth in the Zoning Code.

Fees

- Payment to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

Plans

Dimensioned plans, drawn to scale, showing:

- Elevation drawings of each sign, indicating the size, materials, design, and lighting of the signs and whether any ground-mounted sign is two-sided.
- 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.
- 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:
 - The subject property, adjacent intersection(s), and if applicable, the driveway serving the site, on-street parking and/or bicycle lanes
 - For minor and major streets; average daily traffic, control type and speed limit
 - For driveways: PM peak volume and average daily traffic for major street
 - Sight distance triangle indicated on both sides of the adjacent street or driveway

- Building elevations showing the placement and design of all proposed building-mounted signs, including existing signs proposed to remain.

Other

- A list indicating the type and size of each existing and proposed sign and indicating which existing signs are to be removed.
- A statement indicating how signs for future tenants will be integrated into the site, consistent with the proposed design plan.
- If needed to accurately portray the appearance of proposed signs, the applicant may provide or the City may require, any of the following:
 - Color renderings showing an accurate representation of the signs in relation to buildings or other features of the site and surrounding area
 - Samples of proposed sign materials and colors
 - Photographs indicating views of the signs from prominent vantage points
 - models of ground-mounted signs from prominent vantage points
- All materials submitted for this application must meet the following standards:

Electronic Plans & Documents:

- All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its 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 memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- Photographs of models and/or material/color boards, if prepared, are required.
- Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.