



Sign Permit Application

Application Date: _____ Permit No.: _____

PROJECT INFORMATION

Installation Address: _____ Parcel ID: _____

Current Zoning: _____ Current Comprehensive Plan Designation: _____

Multi-tenant building Multi-building complex Single business property

Square footage of all existing signs: _____ Total Linear Street Frontage: _____

Square footage of new signs: _____ Total Linear Feet of Store Frontage: _____

Type of Sign (check all that apply)

- Single Faced Illuminated Identification Sign Marquee Sign
- Double Faced Monument Sign Pole Sign Projecting Sign
- Multi Faced Wall Sign Directional Awning Sign

APPLICANT/PRIMARY CONTACT

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Relationship to Property: _____

PROPERTY OWNER

Same as applicant

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

SIGN CONTRACTOR

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

WA Contractor's License Number: _____

ELECTRICAL CONTRACTOR

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

WA Contractor's License Number: _____

SIGN SUBMITTAL REQUIREMENTS

- Site Plans:** Please provide three (2) copies. The applicant shall submit a dimensioned plan drawn at a scale of 1" = 20' (or other scale approved by the Development Services Division). The site plan shall include a scale, date, north arrow, source of information and contain the following items:
 - Location of existing buildings, parking, exterior lighting, signs, and landscaping.
 - Location of proposed sign(s).
 - For freestanding signs, identify required landscaping including a list of plant types and spacing.
 - Total square footage of existing and proposed signs.
 - Linear feet of street frontage and total linear feet of store frontage.

- Sign Plans and Details:** Please provide two (2) copies. The applicant shall submit a dimensioned plan drawn at a scale of 1/2" = 1' (or other scale approved by the Development Services Division). The site plan shall contain the following:
 - Method of attachment for new wall signs.
 - Distance of any projection over the right-of-way and clearance above ground.
 - Foundation plans and wind and seismic lateral support for new freestanding signs.
 - Color elevations of the proposed sign design.
 - Sign length, height, and depth.
 - Sign face area.
 - Letter size.
 - Type of sign and base.
 - Illumination details.

- Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.

- Application Fees:** As required by the current City Development Services Fee Schedule.

SIGN PERMIT FEES

<i>Description</i>	<i>Number of Signs</i>	<i>Fees</i>
Minor alteration or reface See Development Services Fee Schedule		
New Signs - Planning Fees See Development Services Fee Schedule		
New Signs - Building Fees \$175 per Freestanding Sign \$ 75 per Monument Sign \$ 50 per Wall Sign		
New Illuminated Signs \$ 100 Flat electrical fee	N/A	
Automation Fees See Automation Fee Schedule	N/A	
Total Fees		

STATEMENT OF OWNERSHIP AND HOLD HARMLESS AGREEMENT

Statement of Ownership:

The undersigned property owner(s), under penalty of perjury, each state that they are all the legal owners of the property described herein and authorize individuals or entities identified herein as applicants to file this application allowing for said property's development.

Authority to Enter Property:

The undersigned property owner(s) do hereby authorize employees of the City of Des Moines to enter onto property described in this application to examine and inspect as necessary to process this development application.

Hold Harmless Agreement:

The undersigned, 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 Des Moines, 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 Des Moines, 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.

Signature

Signature

Name

Name

STATE OF _____)

)

County of _____)

I, the undersigned, a notary public in and for the State of _____, hereby certify that on this __ day of _____, 20____, _____ personally appeared before me, to me known as the individual(s) empowered to execute the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

NOTARY PUBLIC in and for the State of _____, residing at _____ County.
My Commission expires: _____