

## **CITY OF TUKWILA**

*Department of Community Development*  
6300 Southcenter Boulevard, Tukwila, WA 98188  
Telephone: (206) 431-3670 FAX (206) 431-3665  
E-mail: [signpermits@TukwilaWa.gov](mailto:signpermits@TukwilaWa.gov)

# **MASTER SIGN PROGRAM**

## **INFORMATION**

The Master Sign Program provides a process through which certain large premises have the flexibility to customize sign regulations to address their site conditions. The Master Sign Program requires a higher level of review than the standard sign permit process. Participation in the Master Sign Program is strictly voluntary. Regulations for the Master Sign Program are found under Tukwila Municipal Code (TMC) Chapter 19.32.

The following are eligible to apply for the Master Sign Program:

1. Sites of 15 acres or more, developed with one or more buildings, totaling at least 200,000 square feet in building area.
2. Essential Public Facilities within commercial or industrial zones.

The Director of Community Development may administratively approve Master Sign Programs proposing a limited number of modifications from the City's Sign Code. More significant modifications require the approval of the City's Board of Architectural Review (BAR) at a public hearing.

The Director is permitted to review Master Sign Program applications that propose the following:

1. Increase in the monument sign total area of up to 25 percent.
2. Increase in the area of any flush-mounted building sign allowed per Section 19.20.050.A under the following situations:
  - a. For premises up to 85 acres in size, the flush mounted sign may be increased to six percent of the exposed building face up to a maximum of 250 square feet.
  - b. For premises 85 acres and over in size, the flush-mounted sign may be increased up to six percent of the exposed building face, up to a maximum of 500 square feet, provided that no flush-mounted building sign with an area greater than 250 square feet is located within 250 feet of a public street.
3. Aggregation of the building-mounted or freestanding sign area allowed per Table 1 or Table 2 into fewer, larger signs of the same type.
4. Up to four additional directional signs. The directional signs must utilize materials, colors, and details consistent with the design of the other site signage.

In addition to the modifications listed above, the Board of Architectural Review (BAR) may approve the following types of signs, following a public hearing:

1. Roof Signs, subject to the following:
  - a. Roof signs may be allowed only within the TUC zone.
  - b. Roof signs may only be permitted on sloping roofs.

- c. Roof signs may not exceed a maximum height of four feet above the eave of the roof, but in no case may any part of the sign be above the peak of the roof.
- d. Roof signs may not exceed 40 square feet in total size.
- e. Roof signs may only be individual channel letters supported by an architecturally-integrated structure.
- f. Roof signs may not project beyond the face of the building.
- g. One roof sign may be allowed per structure. One additional roof-top sign may be permitted if the roof-top signs are approved as part of the design review approval of the structure.

2. Grand Monument Signs, subject to the following:

- a. Grand Monument signs are only allowed within the TUC and TVS zones.
- b. Each grand monument sign would substitute for one or more of the monument signs the premises is eligible to install under Section 19.20.040.
- c. Any poles or columns supporting the sign must have an architectural treatment such as brick, stone or wood cladding that is consistent with the design of the buildings on the site.
- d. Sign message area may be increased up to 100 square feet per side, 200 square feet total and limitation on the structure size is removed. For sites over 85 acres, the sign message area may be increased up to 500 square feet per side, 1000 square feet total.
- e. The sign structure must be setback from the side and rear property lines of the premises a distance equal to the height increase requested or five feet, which ever is greater. The minimum front setback is the smaller of the front yard required in the zoning district or the height increase requested.
- f. Total height of the sign structure may not exceed the height of the tallest building on the premises, except on sites over 85 acres where heights up to 115 feet may be allowed.
- g. No more than two grand monument signs are allowed per premises.

3. Wall signs for Landmark Businesses (an entity that occupies at least 60,000 square feet of building space on a premise that contains at least five separate businesses or uses).

- a. Landmark businesses are allowed up to four flush-mounted building signs, one for each wall sign that faces a cardinal direction.
- b. The allowed sign area is six percent of the total exterior wall of the tenant space, up to a maximum of 500 square feet.
- c. Landmark businesses that have a portion of their exterior wall obscured by a structure may place their signage on the structure wall parallel to their obscured wall.

If a premise covered under the Master Sign Program contains any non-conforming signs, those signs will be required to be removed within three years from approval of the Master Sign Program. The City may also require that the applicant provide the City a financial guarantee to hold until the non-conforming sign or signs are removed (TMC 19.32.070).

After approval of a Master Sign Program, no permanent signs shall be erected, placed, painted or maintained, except in conformance with the Master Sign Program. An approved Master Sign Program will be binding on the premises in perpetuity and will apply to all current and future tenants and property owners. The Master Sign Program shall be referenced in the lease agreements for all leasable space within the project and recorded on the property title (TMC 19.32.090).

## **REQUIREMENTS:**

The following criteria will be used by either the Director of Community Development or the Board of Architectural Review (BAR) in reviewing Master Sign Permit Applications. A narrative explaining how the requested changes meet the listed criteria is required with the application submittal.

1. The Master Sign Program meets the intent of the Sign Code as well or better than the signage allowed under the standard code provisions.
2. The requested deviations from the code respond to the specific characteristics or use of the premises.
3. The program complies with the applicable standards of this Chapter.
4. The existing and proposed signage is integrated with an overall lighting scheme for the project site to create a safe, lively and inviting night time environment if the site is in a commercial zone.
5. There have been no sign-related code enforcement violations on the premises for at least one year prior to submitting the Master Sign Program application.
6. The program must contain a schedule for the removal of all non-conforming signs on the premises within three years from the date of the Master Sign Program approval.

**PROCEDURES:** Applications must be submitted with all of the items listed on the attached “Complete Application Checklist.” You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City’s request for additional information the City may cancel your application.

Staff will meet with you as needed to help achieve project goals, and formulate a recommendation to the Director or BAR. Once the Director or BAR makes a final decision, the City will issue a Notice of Decision which will list any conditions applicable to the proposed Master Sign Program.

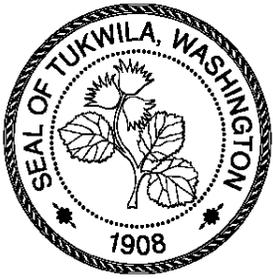
# COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Department of Community Development. Please contact the Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

Staff from the Department of Community Development are available to answer questions about application materials at (206) 431-3670

| Check items submitted with application | Information Required.<br><i>May be waived in unusual cases, upon approval by Planning Staff</i>   |
|--|---|
| <b>APPLICATION MATERIALS:</b>          |   |
|  | 1. Application Checklist (1 copy) indicating items submitted with application.  |
|  | 2. Three copies of a completed and signed application form provided by the City.  |
|  | 3. Three copies of a dimensioned and scaled site plan showing property lines, streets, buildings, parking areas and the location of all existing and proposed signs on the premises, including both building-mounted and freestanding signs. Highlight the changes requested through the program. Generally, the City will not require site plans to be prepared by a licensed surveyor; however, the City shall have the authority to require a site plan prepared by a Washington State Licensed Surveyor if such site plan will assist in the City's review of the proposed application. |
|  | 4. Three copies of scaled and dimensioned drawings of the proposed sign or signs with area and height calculations.   |
|  | 5. If building-mounted signs are proposed, three copies of a scaled elevation of the building walls where the signs will be located indicating the location and extent of the exposed building face used to calculate the sign area.  |
|  | 6. Three copies of a scaled and dimensioned building profile, if projecting signs are proposed.   |
|  | 7. Method of illumination, if proposed.   |
|  | 8. Details for any dynamic portions of the proposed signs.  |
|  | 9. Written narrative justifying the requested deviations from the Sign Code and demonstrating compliance with the standards in this chapter.  |
|  | 10. Analysis of sight distance safety if increases in size to monument signs or installation of a grand-monument sign is proposed.  |
|  | 11. For projects requiring review and approval by the BAR, mailing labels for all property owners, tenants and businesses within 500 feet of the subject property. As an alternative you can pay the City to generate the required mailing labels. The cost of the labels is outlined in the City's current fee resolution.   |
|  | 12. Payment of fee(s) as listed in the City's current fee schedule.   |



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# Master Sign Permit Application

## APPLICATION

*FOR STAFF USE ONLY Permits Plus Type P-SIMAST*

|  |                             |
|--|-----------------------------|
| <b>Planner:</b>                        | <b>File Number:</b>         |
| <b>Application Complete</b> (Date: )   | <b>Project File Number:</b> |
| <b>Application Incomplete</b> (Date: ) | <b>Other File Numbers:</b>  |

**NAME OF PROJECT/DEVELOPMENT:** \_\_\_\_\_

**LOCATION OF PROJECT/DEVELOPMENT:** *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

*LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).*

### DEVELOPMENT COORDINATOR :

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City to whom all notices and reports will be sent.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS PERMISSION TO ENTER PROPERTY

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at \_\_\_\_\_ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Signature)

On this day personally appeared before me \_\_\_\_\_ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington  
residing at \_\_\_\_\_

My Commission expires on \_\_\_\_\_