



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

POLE BANNER

INFORMATION

In order to create a dynamic retail environment within the Tukwila Urban Center Zoning district (Southcenter), the City permits the installation of banners on light poles in parking lots. These banners could be used for a variety of activities, including advertising of tenants or goods, seasonal displays, or simply to add color to the commercial development. A permit is required for the initial installation and the permit must be renewed on an annual basis.

The following code requirements, found in TMC 19.20.060, are the specific requirements for installing banners:

1. Pole banners are only allowed at developments within the Tukwila Urban Center (TUC) Zone.
2. The banners may only be attached parking lot light poles located on private property.
3. Banners may have periodic changes in copy without having to obtain a new permit, provided the size and locations remain the same.
4. Maximum area per banner is ten square feet, with a limit of two banners per pole.
5. The lower edge of the banner must be at least 12 feet above grade.

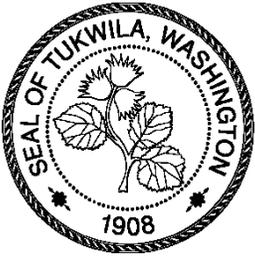
COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your initial application to install pole banners unless specifically waived in writing by the Department of Community Development. Application review will not begin until the application is determined to be complete. For annual renewals of already approved permits you only need to submit the application form.

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.**

Department of Community Development Planning staff can help you prepare your application for submittal. Please contact (206) 431-3670 to discuss any specifics with the required application submittal.

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
APPLICATION MATERIALS:	
	1. One copy of this application form, completed, notarized and signed. If applying for renewal this is the only form required, please list prior permit number(s).
	2. Three copies of a dimensioned and scaled site plan showing property lines, streets, buildings and parking areas; the location of existing light poles.
	3. Drawing or photo rendering showing example of light pole with proposed signage and sign dimensions.
	4. Payment of application fee as established in the City's current fee schedule.



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APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-SIPOLE</i>	
Planner:	File Number:
Application Complete (Date:)	Project File Number:
Application Incomplete (Date:)	Other File Numbers:

NAME OF PROJECT/DEVELOPMENT: _____

IS THIS A RENEWAL OF A PREVIOUSLY APPROVED POLE BANNER APPLICATION? YES/NO

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.

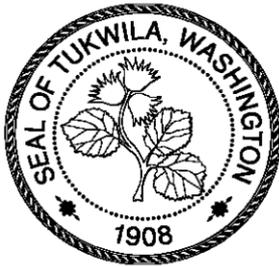
Name: _____

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 _____