

PUBLIC NOTICE SIGN SPECIFICATIONS

City of Tukwila - Permit Center
6300 Southcenter Blvd, Suite 100, Tukwila, WA 98188
www.tukwilawa.gov/departments/permit-center/



ABOUT PUBLIC NOTICE SIGNAGE

Public notice signs are intended to make the public aware of land use and development actions which are being considered by the City to facilitate timely and effective public participation in the review process. The public notice board must remain on-site from 14 days after the date of the Notice of Application until the expiration of the appeal period.

APPLICANT COORDINATION OF SIGN PROCESS

The City of Tukwila is responsible for the posting of public notice associated with Type 2 decisions.

The applicant shall manage the process for installing signs for Type 3, 4, and 5 decisions meeting the following criteria. Hand lettered signs are not acceptable. The applicant will be responsible for reinstalling the sign if it is made illegible, removed or otherwise destroyed prior to the date of the final Public Hearing or final action by the City of Tukwila. Failure to maintain the Notice Board in good condition is cause for the discontinuation of the review of the application until the Notice Board is replaced and remains in place for a specified period, see **Table 1**.

SIGN SIZE AND PLACEMENT FOR TYPE 3, 4, AND 5 DECISIONS

Signs will be 1-sided (single-faced) and made of 48" x 48" MDO, primed and painted with outdoor sign paint. Signs may be reused but they must be clean and show no evidence of former wording. The main body of the text and graphics will be screen printed or painted on the sign, see **Figure 1** for details. The permit action, project name and file number must be printed in vinyl letters or silk screened on the sign. The posts will be 4" x 4" x 96" treated wood posts and the top of the sign will be 7- 9 feet above grade. Signs will be mounted to the posts with galvanized brackets or attached to buildings/fences on-site if they meet the visibility requirements set forth in **Figure 1**.

Unless specifically directed by the City, applicant will locate each sign on the property parallel to and set back 5 feet from the public right of way or private road easement. The sign must be placed within the center two-thirds of the property frontage unless indicated otherwise by the City. The sign must be located to assure visibility from the public right of way or private road easement. The sign may not be located in the clear vision triangle, per **Figure 1**.

The applicant must fabricate, install the sign, and email a notarized "Affidavit of Installation" with a photo of the installed sign to the City at Planning@TukwilaWA.gov to start the public comment period.

TABLE 1: ON-SITE POSTING PERIODS

	TYPE 3, 4, OR 5 DECISIONS	PROJECTS REQUIRING A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT
Notice Duration	Public notice shall be posted within 14 days after notice of completeness and shall remain until the date of the public hearing.	The Public Notice Board shall be posted for a minimum of 30 days.
Notice of Hearing	The project planner shall post the Notice of Hearing on any posted notice board(s) erected at least 14 days prior to any public hearing on Type 3, 4, and 5 decisions.	
Removal of Notice Board	The sign must be removed by the applicant within 7 calendar days of the end of the appeal period of the land use decision, unless an appeal is filed. If an appeal of the land use action is filed the sign must remain in place until after the appeal hearing.	

AFFIDAVIT OF INSTALLATION AND POSTING OF PUBLIC INFORMATION SIGN(S)

I _____(PRINT NAME) understand that Section 18.104.110 of the Tukwila Municipal Code requires me to post the property no later than fourteen (14) days following the issuance of the Notice of Completeness.

I certify that on _____(DATE) the Public Notice Board(s) in accordance with Section 18.104.110 and the other applicable guidelines were posted on the property located at _____(ADDRESS) so as to be clearly seen from each right-of-way primary vehicular access to the property for application file number _____.

I herewith authorize the City of Tukwila or its representative to remove and immediately dispose of the sign at the property owner's expense, if not removed in a timely manner or within fourteen (14) days of a Notice letter.

Applicant or Project Manager's Signature

FIGURE 1: PUBLIC NOTICE BOARD TEMPLATE

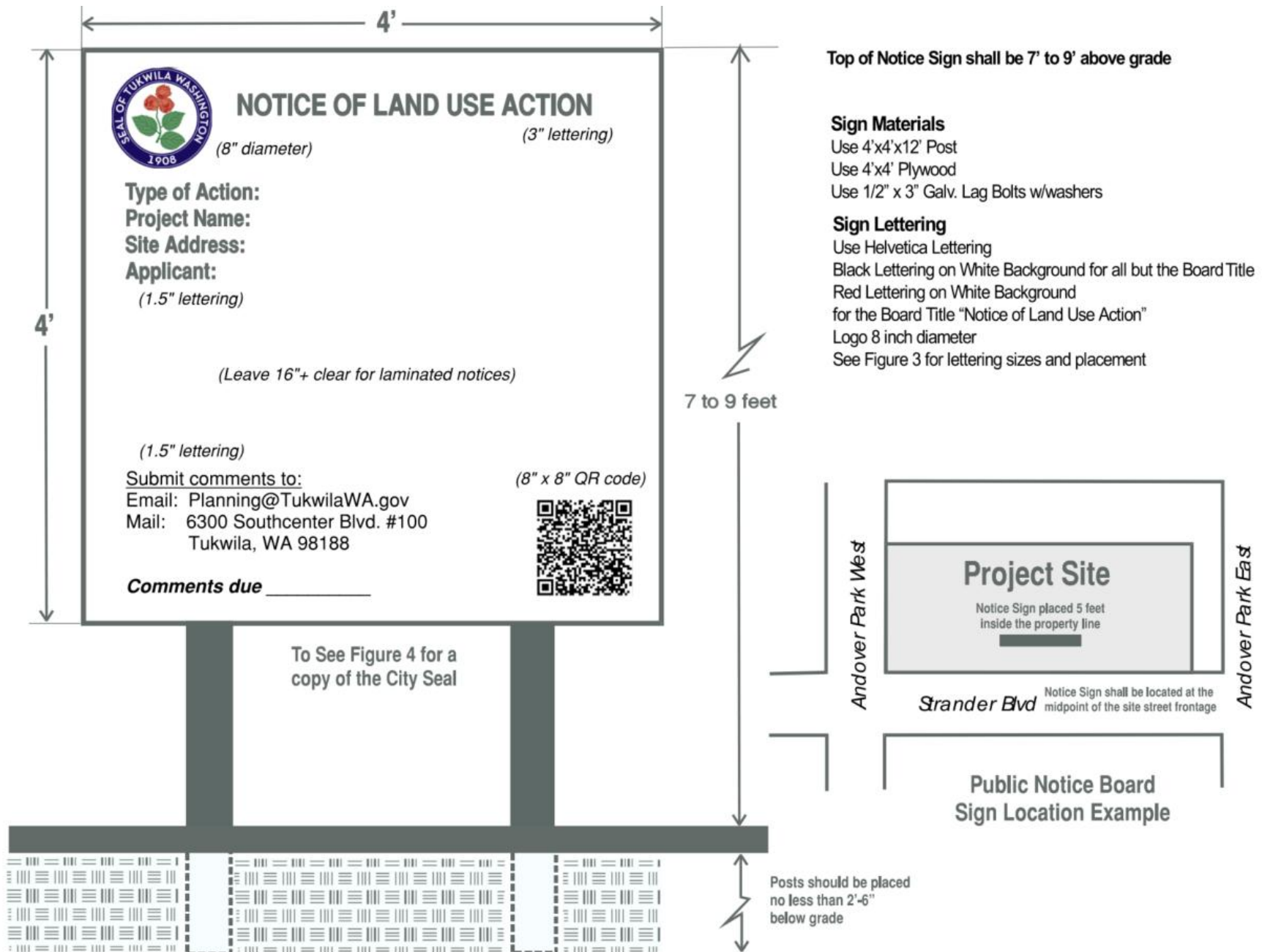


FIGURE 2: CITY OF TUKWILA LOGO



FIGURE 3: PUBLIC NOTICE QR CODE

