



# City of Yelm

Date Received	_____
By	_____
File No.	_____

## Community Development Department **SIGN PERMIT APPLICATION**

APPLICATION EXPIRES 180 DAYS AFTER DATE OF SUBMITTAL.

**TO EXPEDITE PROCESSING, PLEASE VERIFY ALL DOCUMENTATION FOR ACCURACY.**

**ALL CONTRACTORS ARE REQUIRED TO PROVIDE A COPY OF THEIR CONTRACTOR'S REGISTRATION CARD AND PROOF OF A CURRENT CITY OF YELM BUSINESS LICENSE; however, an applicant may obtain a permit to install a sign on their own property without a state license.**

**IN ORDER TO PROVIDE PROMPT AND EFFICIENT SERVICE, WE NEED THE FOLLOWING DOCUMENTS SUBMITTED WITH PERMIT APPLICATIONS:**

- The name, address and signature of the owner of the sign.
- The street address or location of the property on which the sign is to be located and the name and address of the owner of that property.
- The type of sign or sign structure.
- A site plan showing the proposed location of the sign relative to the boundary lines of the property where it will be situated, the locations and square footage areas of all existing signs on the same premises, and the location of all abutting public rights-of-way, building and other structures on the premises.
- Specifications and scale drawings showing the materials, designs, dimensions, structural supports, and electrical components of the proposed sign.

**ALL SIGNS ARE SUBJECT TO CHAPTER 15.24, YELM MUNICIPAL CODE. To aid in applicants' understanding of type/size of allowable sign(s), excerpts are printed below.**

### **15.24.080 Prohibited signs.**

Prohibited signs are subject to removal (except legal nonconforming signs as defined by this chapter) by the city at the owner's or user's expense. The following signs or displays are prohibited:

- A. Roof signs;
- B. Animated signs;
- C. Flashing signs;
- D. Portable signs, except as provided under temporary signs;
- E. Advertising vehicles;
- F. Signs which purport to be, or are, an imitation of, or resemble an official traffic sign or signal, or which bear the words "stop," "caution," "danger," "warning," or similar words;
- G. Signs which, by reason of their size, location, movement, content, coloring or manner of illumination may be confused with or construed as a traffic control sign, signal or device, or the light of an emergency or radio equipment vehicle; or which obstruct the visibility of traffic or street sign or signal device;
- H. Signs which are located upon or projecting over public streets, sidewalks, or rights-of-way, except as provided for awnings and marquees in YMC 15.24.280;
- I. Signs attached to utility poles;
- J. Off-premises signs;
- K. Strings of banners, pennants, and other graffiti-like material. (Ord. 576 § 1, 1996).

**15.24.120 Illumination.**

Illumination from or upon any sign shall be shaded, shielded, directed or reduced so as to avoid undue brightness, glare or reflection of light on private or public property in the surrounding area, and so as to avoid unreasonable distracting pedestrians or motorists. "Undue brightness" is illumination in excess of that which is reasonably necessary to make the sign reasonably visible to the average person on an adjacent street. (Ord. 576 § 1, 1996).

**15.24.140 Landscaping for freestanding and monument signs.**

All freestanding and monument signs shall include as part of their design landscaping about their base so as to improve the overall appearance of the installation. Landscaping areas shall consist of the following: 50 percent of the sign area of which 50 percent shrubs (minimum 50 percent flowering decorative shrubs), 50 percent groundcover, or cultivated flower beds (grass not allowed). (Ord. 576 § 1, 1996).

**15.24.280 Sign area – Square footage maximums.**

<u>Bldg./Gross Floor Area</u>	<u>Sign Height</u>	<u>Sign Area (Per Side)</u>	<u>Property Line Setback</u>
5,000 sq. ft. or less	FS – 8 ft.	FS – 20 sq. ft.	5 ft.
	MS – 5 ft.	MS – 40 sq. ft.	
5,001 – 10,000 sq. ft.	FS – 8 ft.	FS – 30 sq. ft.	5 ft.
	MS – 5 ft.	MS – 50 sq. ft.	
10,001 – 35,000 sq. ft.	FS – 10 ft.	FS – 35 sq. ft.	10 ft.
	MS – 6 ft.	MS – 50 sq. ft.	
35,001 – 60,000 sq. ft.	FS – 10 ft.	FS – 40 sq. ft.	10 ft.
	MS – 6 ft.	MS – 72 sq. ft.	
60,001 – 75,000 sq. ft.	FS – 15 ft.	FS – 75 sq. ft.	10 ft.
	MS – 6 ft.	MS – 90 sq. ft.	
75,001 – 100,000 sq. ft.	FS – 15 ft.	FS – 100 sq. ft.	15 ft.
	MS – 6 ft.	MS – 120 sq. ft.	
100,000+ sq. ft.	FS – 20 ft.	FS – 150 sq. ft.	15 ft.
	MS – 6 ft.	MS – 120 sq. ft.	

FS – Freestanding sign

MS – Monument sign

- A. Flush-mounted wall signs: one square foot for each lineal foot of store (occupant) frontage (main point of entry). One identifier sign for businesses with a separate delivery access will be allowed, not to exceed two square feet.
- B. Marquee sign: one square foot for each lineal foot of the front of the marquee or 30 percent coverage of the face of the marquee, whichever is less.
- C. Awning: one square foot for each lineal foot of the front of the marquee or 30 percent coverage of the face of the marquee, whichever is less. (Ord. 576 § 1, 1996).
- D. Bonus Sign Area. Monument signs may be increased as follows:
  - 1. Twenty percent when the sign for a multiple-occupancy building or multiple-building complex utilizes uniform coloring, material, and lettering for all establishments in the building or complex;
  - 2. Ten percent when the sign is installed in a landscaped planter having an area four times the area of the sign.

**15.24.290 Grand opening/special event sign area.**

<b>Bldg./Gross Floor Area</b>	<b>Sign Area</b>	<b>Property Line Setback</b>
5,000 sq. ft. or less	16 sq. ft.	5 ft.
5,001 – 10,000 sq. ft.	20 sq. ft.	5 ft.
10,001 – 35,000 sq. ft.	25 sq. ft.	10 ft.
35,001 – 60,000 sq. ft.	30 sq. ft.	10 ft.
60,001 – 75,000 sq. ft.	40 sq. ft.	10 ft.
75,001 – 100,000 sq. ft.	50 sq. ft.	15 ft.
100,000 + sq. ft.	60 sq. ft.	15 ft.

**CITY OF YELM  
SIGN PERMIT APPLICATION FORM**

Project Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Type/Number of Sign(s) (wall, monument, lighted, etc.): \_\_\_\_\_

Dimensions of Sign(s): \_\_\_\_\_

Building Gross Floor Area (sq. ft): \_\_\_\_\_

Building Height: \_\_\_\_\_

Existing Signage (if any) and dimensions: \_\_\_\_\_

<b>APPLICANT</b> _____			
Last Name _____		First Name _____	
ADDRESS _____		EMAIL _____	
CITY _____	STATE _____	ZIP _____	TELEPHONE _____

<b>BUILDING OWNER</b> _____			
ADDRESS _____		EMAIL _____	
CITY _____	STATE _____	ZIP _____	TELEPHONE _____

<b>BUILDING TENANT</b> _____			
ADDRESS _____		EMAIL _____	
CITY _____	STATE _____	ZIP _____	TELEPHONE _____

<b>SIGN CONTRACTOR</b> _____		TELEPHONE _____	
ADDRESS _____		EMAIL _____	
CITY _____	STATE _____	ZIP _____	FAX _____
CONTRACTOR'S LICENSE # _____		EXP DATE _____	CITY LICENSE # _____

I hereby certify that the above information is correct and that the construction of the above described sign will be in accordance with the laws, rules and regulations of the State of Washington and the City of Yelm.

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_  
**Date**  
**Owner / Contractor / Owner's Agent / Contractor's Agent / Tenant (Please circle one.)**

**All permits are non-transferable and will expire if work authorized by such permit is not begun within 180 days of issuance, or if work is suspended or abandoned for a period of 180 days**