



Received Stamp		City of Roslyn Planning Department 100 E. Pennsylvania Ave. PO Box 451 Roslyn, WA 98941 509-649-3105 FAX 509-649-3174 roslynplanning@inlandnet.com
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Sign Permit Application Checklist

FOR STAFF USE ONLY

File No.:	Received By:	Date Received:	Date Complete:
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Applicant	City	NA	
			<p>The following is a list of materials which are required for a complete application. If all the required information is not provided your application may not be accepted. Consult with the Planning Department if you have any questions.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Master Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Sign Permit Application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The Sign Permit fee if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A vicinity map extending at least 800 feet in each direction from the property. The vicinity map shall be drawn to scale of one inch equals 800 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Site plan of property with all structures, property lines, streets, and alleys with locations and dimensions of all vehicular points of access, traffic circulation and parking facilities, pedestrian entrances and exits, walls and fences, and nearest fire hydrant, both existing and planned. Site plan scale will be a minimum of one inch = twenty feet (1" = 20')
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Elevation drawings of the property from the alley and the street.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Right of way use agreement if sign is going to be placed within City Right of Way or work will be taking place in the City Right of Way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Copy of existing or proposed covenants or restrictions.

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Sign Permit Application

This form must be completed (clearly printed or typed) and submitted to the City with the Master Permit application 2 site plans to a minimum scale of one inch = twenty feet (1"=20') and any other permit applications and associated application materials as required on the attached application checklist(s), as well as all fees as determined by the Planning Official. If you have questions or need more information, please contact the Planning Department at (509) 649-3105 or roslynplanning@inlandnet.com.

FOR STAFF USE ONLY			
File No.:	Received By:	Date Received:	Date Complete:
Project/Development Name:			
Property Address:			
Description of property location:			
Brief project description:			
Applicant, Owner, Contractor, Architect information to be submitted on Master Permit Application			
Applicant			
Name:		Phone #:	
Mailing Address:			
Owner			
Name:		Phone #:	
Mailing Address:			
License #:		Expiration Date:	
Contractor			
Name:		Phone #:	
Mailing Address:			
License #:		Expiration Date:	

Structure

Permit includes:

Type of Work:

Project Valuation: \$

Please read the following and sign below.

I do hereby affirm and certify, under penalty of perjury, that the information furnished by me is true and correct to the best of my knowledge, and further, that I am authorized by the owners of the above premises to perform the work from which permit application is made. I further agree to save harmless the jurisdiction where the permit is issued as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person including the undersigned, and filed against the jurisdiction, but only where such claim arises out of the reliance of the jurisdiction, including its officers and employees, upon the accuracy of the information supplied to the jurisdiction as part of this application.

Owner's/Agent's Signature:

Printed name:

Date: