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# LARGE SIGN STANDARDS

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A large sign (four feet by four feet) is required for all Land Use Permit applications requiring environmental review. For greater public visibility more than one large sign may be required at the boundaries of a site.

In order to implement the large sign as an effective form of public notification, the following rules and standards shall apply:

## A. TIMING

The applicant must post the large sign for at least 14 days prior to an environmental determination and subsequent review of a preliminary draft environment impact statement, if required.

The 14-day comment period may be extended to 30 days upon written request within the original 14-day period.

Once the application, which is subject to environmental review, is filed, further notice and processing will not occur until the Department receives the Large Sign Installation Certification from the applicant (see Attachment C). Once the certification is received the process will begin. The end of the comment period date(s) will be posted by Department staff on the large sign. The date the Notice of Application is published begins the 14-day comment period.

## B. SIGN SIZE AND TEXT SPECIFICATIONS

The large sign shall be four feet by four feet in size and constructed to the specifications of Attachment A, and shall display the information shown in Attachment A.

The lettering style shall be a standard typeface (Helvetica or similar). The lettering size shall be 3-inch capital letters for the title (NOTICE OF PROPOSED LAND USE ACTION) and the proposal description. All other letters shall be 1-½ inch upper and lower case. (Department staff may authorize variation in lettering size to accommodate text). All letters and the plot plan shall be shown in the color black upon a white background.

The specific project information text (application number, site address and proposal description) will be provided to the applicant by Department staff at the time of application.

The date of the “end of comment period” shall be left blank. Department staff will fill in the date after confirmation that the large sign has been installed and Notice of Application has been published.

Signs not meeting these standards will be unacceptable.

## C. PROJECT LOCATION MAP SPECIFICATION

### 1. *Structure-specific Applications*

A plot plan of the property shall be included on the sign in the space indicated on Attachment A. The plot plan shall be approximately two feet in size with the following information:

- Name(s) of all adjacent streets, places or designation of alleys.
- A building footprint of the total proposal (new construction cross-hatched).
- The footprint outlined in bold line so as to clearly identify the location in relation to the property lines.
- Vehicular access, circulation and surface parking.
- North arrow.
- Drawing scaled so as to fill the space available.

### 2. *Non Structure-specific Applications (e.g., rezones, subdivisions)*

A site location map shall be included on the sign in the space indicated on Attachment A. The site location map shall be approximately two feet in size with the following information:

- Name(s) of all adjacent streets, places or designation of alleys.
- The site area outlined in bold or cross-hatched so as to clearly identify the boundaries of the proposed project.
- North arrow.
- Drawing scaled so as to fill the space available.

## D. SIGN LOCATION AND INSTALLATION STANDARDS

***All large signs shall be installed by the applicant following the specifications of Attachment B.***

***All large signs shall be located:***

- midpoint on the street frontage from which the site is addressed or as otherwise directed by Department staff;
- at a point 10 feet back from the property line; signs attached structurally to an existing building shall be exempt from the setback provision, provided that no sign is located further than 10 feet from the property line without approval from the Director;
- so the top of the sign is between 7 - 9 feet above grade for signs on posts or attachment to structures;
- in a manner so that they can be clearly read from the adjacent street and/or sidewalk; and easily accessible for posting of the comment period.

## **E. INSTALLATION CERTIFICATION**

Once the large sign is installed, the applicant shall fill out and return the Large Sign Installation Certification (**Attachment C**) to:

PLANNING DEPARTMENT  
City of Burlington  
833 S. Spruce Street  
Burlington, WA 98233

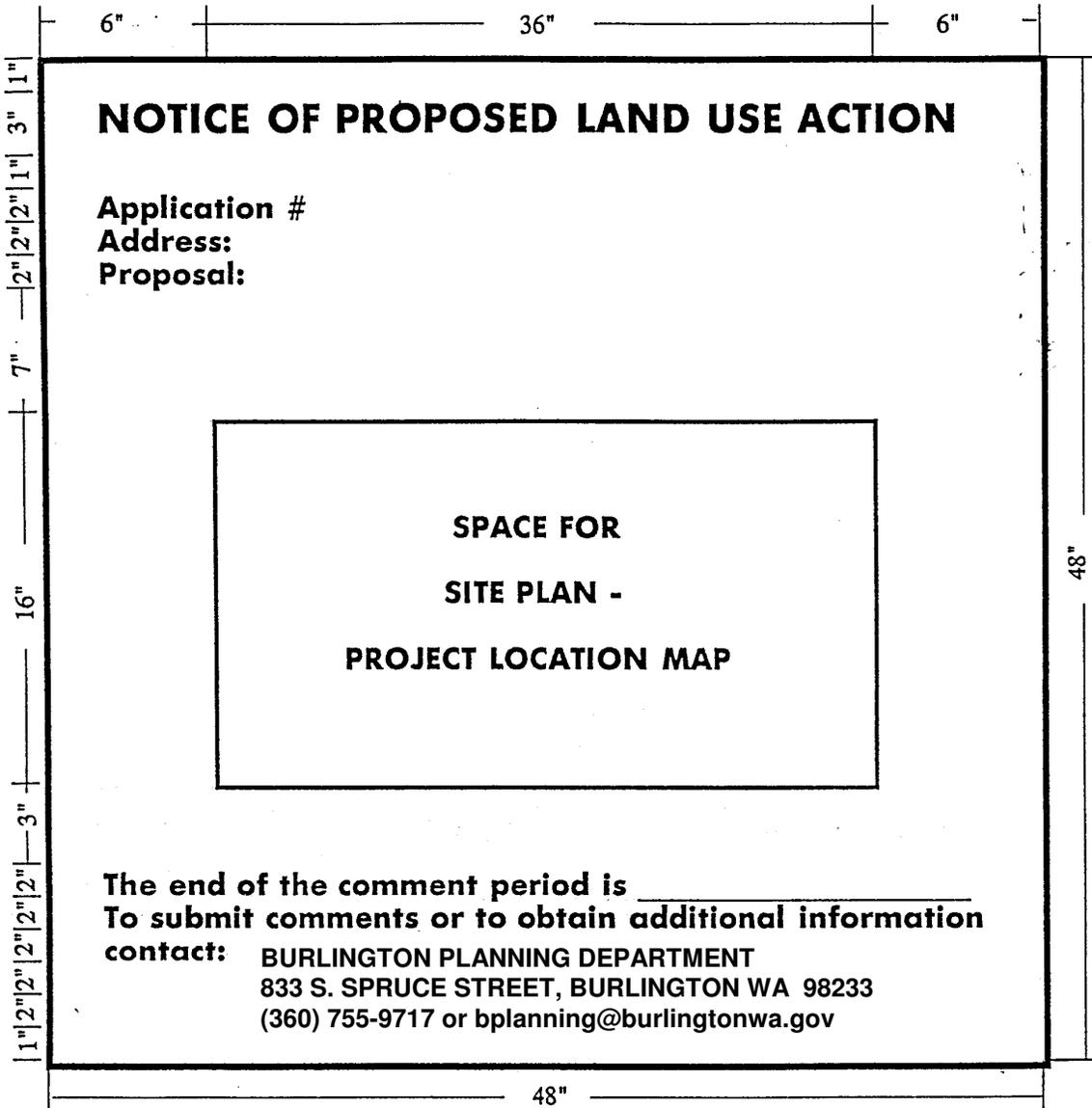
## **F. SIGN MAINTENANCE & REMOVAL**

It is the responsibility of the applicant to maintain the large sign. If the large sign is removed before the final decision, the Director may discontinue the review process and withhold the decision until the large sign is replaced, and has remained in place for a reasonable time.

The large sign must remain in place until a Final Decision is made by the Planning Department, Planning Commission or City Council, whichever applies, or the application is withdrawn.

The sign must be removed within 15 days following the final decision. The Planning Department will advise the applicant of the date.

Large signs which do not fully comply with the provisions of this rule will cause delays in the processing of an application.



**NOTICE OF PROPOSED LAND USE ACTION**

**Application #**

**Address:**

**Proposal:**



**SPACE FOR  
SITE PLAN -  
PROJECT LOCATION MAP**

**The end of the comment period is \_\_\_\_\_  
To submit comments or to obtain additional information  
contact: BURLINGTON PLANNING DEPARTMENT  
833 S. SPRUCE STREET, BURLINGTON WA 98233  
(360) 755-9717 or [bplanning@burlingtonwa.gov](mailto:bplanning@burlingtonwa.gov)**

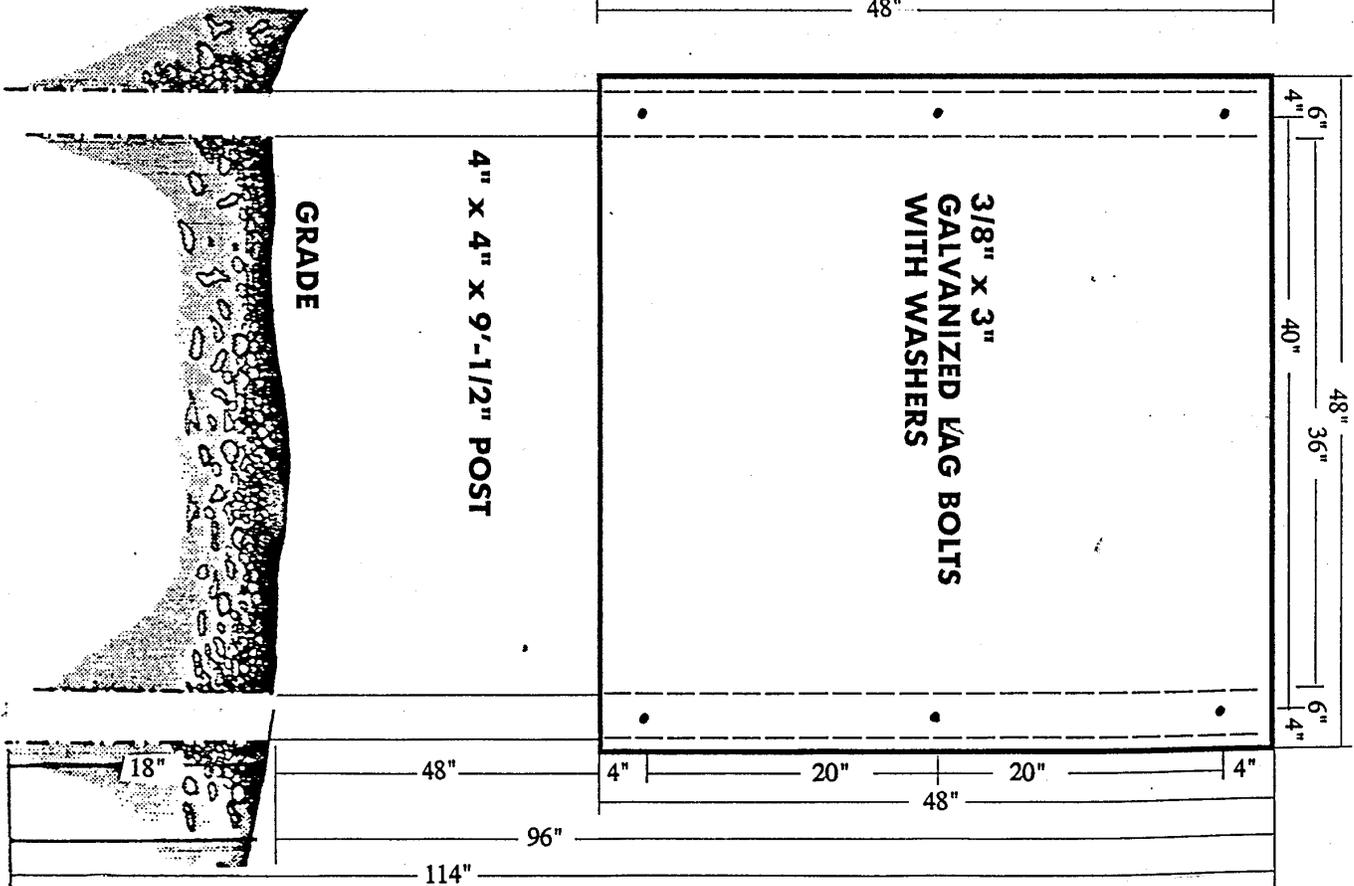
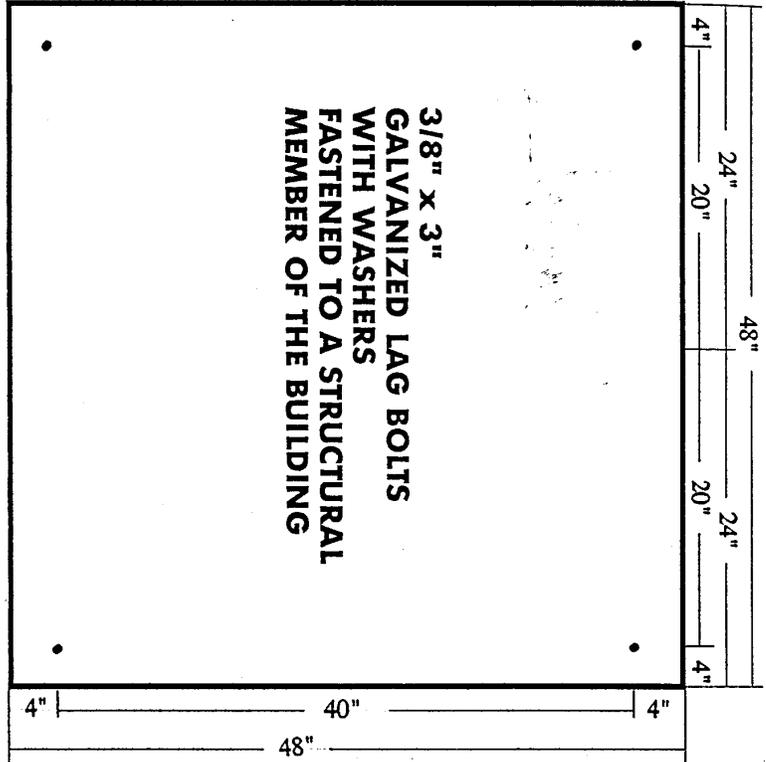
TITLE = 3" CAPITAL LETTERS

OTHER = 1.5" CAPITAL/1" LOWER CASE LETTERS

PROPOSAL DESCRIPTION = 3" CAPITAL LETTERS

NOTE: (All lettering to be standard typeface {Helvetica or similar})

Attachment B



Attachment C

LARGE SIGN INSTALLATION CERTIFICATION

DEPARTMENT OF PLANNING
City of Burlington
833 S. Spruce Street
Burlington, WA 98233

On \_\_\_\_\_ a large sign was installed for the purpose land use action
identified by application number \_\_\_\_\_ and addressed at

\_\_\_\_\_

The location of the installation is at:
(check one)

[ ] the same address as above

[ ] another location described below:

\_\_\_\_\_
\_\_\_\_\_

I hereby testify that the sign installed fully complies with the large sign layout specifications and
installation standards of Administrative Rule #93-1 and that the sign will be maintained until final
decision or permit is issued or denied, whichever comes first.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

THE REQUIRED COMMENT PERIOD WILL BEGIN WHEN THE LARGE SIGN
INSTALLATION CERTIFICATIONS HAS BEEN RECEIVED BY THE PLANNING
DEPARTMENT AND IS PUBLISHED AS A NOTICE OF APPLICATION. THE
DATE OF PUBLICATION WILL BEGIN THE COMMENT PERIOD.