

Listed below is the information that needs to be provided in order to submit a complete application for a *monument sign* building permit. Staff will not process incomplete applications.

SUBMITTAL REQUIREMENTS

- Completed and signed application form, including proof of a valid State Contractor's License and a City of Lynnwood Business License.
- Two (2) complete, to-scale sets of detail plans, including:
 - Name and address of contractor/installer and property address
 - Dimensions, including height, clearance to bottom of sign, and total square footage per side
 - Installation details
 - Structural calculations approved with stamped plans
 - Footing details, including reinforcements and connection details for post to footing and for sign to post
- Two (2) complete, to-scale sets of site plans, including:
 - Name and address of contractor/installer and property address
 - Nearest structure with an address
 - North arrow
 - Setback from property lines to the leading edge of the sign
 - Location of any existing ground, monument or pole signs
 - Location of adjacent streets and driveways
 - Length of lineal street frontage
 - Existing features such as landscaping, parking stalls, etc.
 - Location and species list for required landscaping
- Electrical permit application, if applicable.

ADDITIONAL REQUIREMENTS

- For additional requirements for commercial monument signs, see Lynnwood Municipal Code (LMC) 21.16.310(A)(1).
- The sign base must be at least three (3) feet wide *and* at least 50% of the width of the sign face.
- The sign may not be located in the 20 ft. driveway or intersection sight distance triangles (see Figure 4 of LMC 21.16).
- Two (2) feet of evergreen landscaping which is protected by a raised curb or other means is required around the entire base of the sign.
- Maximum sign size: 35 square feet at the minimum setback, plus 2 additional square feet in size per additional 1 foot from the minimum setback
Maximum height: 6.5 feet at the minimum setback, plus 1 additional foot in height permitted per additional 1.5 feet from the minimum setback
Minimum setback from Right-of-Way: 10 feet
Minimum side setback from residential property: 25 feet
Minimum side setback from all other property: 10 feet

NOTE

Full plan review fees are due upon submittal and are calculated based on valuation of the project.