

Listed below is the information that needs to be provided in order to submit a complete application for a *pole 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
 - Size and height of sign
 - 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 line to the leading edge of the sign
 - Location of any existing ground, monument or pole signs
 - Location of adjacent streets and driveways
 - Existing features such as landscaping, parking stalls, etc.
 - If the base of the sign sits higher than the adjacent right-of-way, provide site topography or cross-section detail
- Electrical permit application, if applicable.

ADDITIONAL REQUIREMENTS

- For additional requirements for commercial pole signs, see Lynnwood Municipal Code (LMC) 21.16.310(A)(1).
- The sign base must be at least three (3) feet wide if there is one support and at least two (2) feet wide apiece for two or more supports.
- 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: Dependant on the number of allowed signs, see LMC 21.16.310(A)(1)
Maximum height: Dependant on type of adjacent right-of-way, see LMC 21.16.310(A)(1)
Minimum setback from Right-of-Way: 35 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.