



CITY OF RIDGEFIELD

Community Development
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Ridgefield, WA 98642
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<i>OFFICE USE ONLY</i>	
FILE #:	_____
FILE NAME:	_____
RECEIVED BY:	_____
FEE PAID:	_____ CHECK/CASH: _____
DATE SUBMITTED:	_____

DEVELOPMENT APPLICATION SIGN PERMIT

PLEASE SELECT THE SPECIFIC TYPE OF SIGN PERMIT APPLICATION:	
<input type="checkbox"/> ON-SITE FREESTANDING	<input type="checkbox"/> PORTABLE OR TEMPORARY
<input type="checkbox"/> WALL OR MARQUEE	<input type="checkbox"/> OTHER

The purpose of sign regulation is to ensure that signs effectively direct the public to business, residential and public uses, without adversely affecting public safety or the small town character of Ridgefield. The sign permitting process is a procedure that allows review and enforcement of code standards to protect and improve the economic, aesthetic and social qualities of the City.

Information on the number of signs, the sizes, and sign types, is located in RDC Chapter 18.710. There are three categories of signs: (1) prohibited signs; (2) signs unrestricted by zoning, and (3) signs controlled by zoning district. The Planning Director will review the application and render a decision within 15 working days. (RDC 18.710.030.C).

APPLICANT REPRESENTATIVE: All contact will be made solely to this person.
IF MORE THAN ONE APPLICANT, APPLICANT'S MUST DESIGNATE A SINGLE REPRESENTATIVE.

APPLICANT:

NAME: _____ COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____

CONTRACTOR'S LICENSE NUMBER: _____ EXP DATE: _____

CITY BUSINESS LICENSE NUMBER: _____ EXP DATE: _____

OWNERSHIP AND PROPERTY LOCATION::

PROPERTY OWNER(S): _____ ADDRESS: _____

SITE ADDRESS: _____

PARCEL SERIAL NO.: _____ SUBDIVISION/LOT: _____

REQUIRED SUBMITTAL REQUIREMENTS

SUBMITTED?	Number of submittal materials	SIGN PERMIT SUBMITTAL REQUIREMENTS
	1	Application Checklist
	1	Permit Fee (\$50 for sandwich board or temporary sign; for other signs, 1% of sign value including cost to fabricate and install sign and related components, but not less than \$25 permit fee)
	3	Site plan that contains a graphic scale and shows property lines and dimensions; building footprints and dimensions; roads, driveways, parking lots; existing signs to be removed; existing signs to be retained; and location and orientation of proposed sign(s)
	3	Building elevation(s) , the building façade showing location, sign dimensions, method of attachment, type of illumination (if any), and advertising copy
	3	Front and side elevations for free-standing sign showing support detail, sign dimensions, type of illumination (if any), and advertising copy

By affixing my signature hereto, I acknowledge that the information contained herein is accurate to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner(s) authorized agent. I understand that it is my responsibility to request inspections as required by the City as work progresses and to continue to do so until the project is completed and approved and, further, that if the work of this permit is not commenced within 180 days of the date of permit issuance, or if the work is suspended for a period of 180 days or more, this permit will become invalid in accordance with the adopted building Code.

OWNER/AGENT:

SIGNATURE: _____ **DATE:** _____