

**CITY OF BAINBRIDGE ISLAND
SIGN PERMIT APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



<u>DATE STAMP FOR CITY USE ONLY</u>	<u>TO BE FILLED OUT BY APPLICANT</u>	
	PROJECT NAME:	
	TAX ASSESSOR NUMBER(S):	
	VALUATION OF SIGNS:	
	PROJECT STREET ADDRESS OR ACCESS STREET:	
	<u>FOR CITY USE ONLY</u>	
	FILE NUMBER:	
PROJECT NUMBER:		
DATE RECEIVED:		
APPLICATION FEE:	TREASURER'S RECEIPT NUMBER:	
SUBMITTAL REQUIREMENTS		
APPLICATION	<i>One original (which must contain an original signature) and one copy must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.</i>	
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature), where applicable, and one copy (if an original is not applicable, two copies) must be provided).</i>	
FEEES	Fees will be based on the valuation of the sign.	
DRAWINGS	<i>Two copies</i> of the required drawings must be provided.	
SUBMITTING APPLICATIONS	Should an agent submit the application, a <i>notarized Owner/Applicant Agreement</i> must accompany the application.	
APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.		

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A. General Information

1. Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant/agent: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Name of installer: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

4. Is there any other information which is pertinent to this project? (i.e. previous permits or project approval) yes no
If yes, please explain: _____



Please indicate the proposed sign type and sign area:

5. Commercial BIMC 15.08.090:

Type of sign:	Amount (#) by type:	Sign area:	Maximum sign area allowed:
Façade – tenant only (A2)		sf	36 sf (aggregate 128 per wall)
Façade – directory (A4)		sf	48 sf (tenant 20 sf max additional)
Façade – complex (A5)		sf	36 sf (tenant 20 sf max additional)
Freestanding – tenant only (B1)		sf	20 sf single face 40 sf double face
Freestanding – complex (B2)		sf	40 sf single face 60 sf double face
Awning (instead of façade) (C)		sf	20 sf
Projecting / Hanging (D1)		sf	5 sf
Sandwich Board (E)		sf	6 sf (min 30” max 48” height)

6. Residential BIMC 15.08.110:

Type of sign:	Sign area:	Maximum sign area allowed:
Freestanding – development (A)	sf	10 sf
Freestanding – multi-family directory (C)	sf	20 sf

On additional sheet please show:

- **Lighting in accordance with BIMC 15.34**
- **Area of landscaping (2x area of freestanding sign)**
- **Height of sign**

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7. Home Occupation BIMC 15.08.115.A:

Type of sign:	Amount (#) by type:	Sign area:	Maximum sign area allowed:
Identification (BIMC18.96.030.L)		sf	2 sf (wooden)
Sandwich Board		sf	6 sf (min 30" max 48" height)
Freestanding		sf	18" x 24"

- Please attach map showing placements of freestanding or sandwich board signs (max 10 total).
 - Please list dates the freestanding or sandwich board signs will be out (max 21 days per calendar year):
-

8. Events & Tours BIMC 15.08.115.A:

Type of sign:	Amount (#) by type:	Sign area:	Maximum sign area allowed:
Sandwich Board		sf	6 sf (min 30" max 48" height)
Freestanding		sf	18" x 24"

- An event permit through the Police Department will be required.
 - Please attach map showing placements of freestanding or sandwich board signs.
 - Please list dates the freestanding or sandwich board signs will be out (max 21 days per calendar year):
-

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9. Institutional or Public Use BIMC15.08.100:

Type of sign:	Amount (#) by type:	Sign area:	Maximum sign area allowed:
Façade		sf	40 sf
Freestanding		sf	40 sf

On additional sheet please show:

- **Lighting in accordance with BIMC 18.15.040**
- **Area of landscaping (2x area of freestanding sign)**
- **Height of sign**

I hereby certify that I have read this application and know the same to be true and correct.

Signature of owner or authorized agent*

Date

Printed Name

*If signatory is not the owner of record, the attached "Owner/ Applicant Agreement" must be signed and notarized.

Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number _____, located at _____, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please

check all items that apply):

- preapplication conference
- planning permits
- construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) _____.

OWNER OF RECORD

DATE

OWNER OF RECORD

DATE

STATE OF WASHINGTON)
) SS.
COUNTY OF KITSAP)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: _____