



**APPLICATION FOR
TEMPORARY SIGN PERMIT**

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
PLANNING@MILLWOODWA.US

APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING:

SITE PLAN INCLUDING:

- LOCATION OF PROPERTY LINES
- STREET NAMES AND LOCATION(S)
- LOCATION OF PROPOSED TEMPORARY SIGN (INCLUDING SETBACKS FROM PROPERTY LINES)
- LOCATION OF OTHER TEMPORARY SIGN(S) ON THE PARCEL

DRAWING/PHOTO OF PROPOSED SIGN:

- INCLUDING DIMENSIONS OF SIGN
- ATTACHMENT DETAIL IF APPLICABLE

**** APPLICATION WILL NOT BE ACCEPTED IF THE ABOVE MATERIALS ARE NOT ATTACHED****

APPLICANT:	PHONE:	EMAIL:
ADDRESS:	CITY	STATE ZIP
PROPERTY OWNER NAME:	PHONE:	EMAIL:
ADDRESS:	CITY	STATE ZIP

IF APPLICANT IS NOT THE LEGAL PROPERTY OWNER, WRITTEN AUTHORIZATION FOR THE APPLICANT TO SERVE AS AGENT MUST BE SUBMITTED.

BUSINESS NAME/ORGANIZATION:	PARCEL No:
SITE ADDRESS:	CITY STATE ZIP
LEGAL DESCRIPTION:	ZONING DESIGNATION:

SIGN INFORMATION

TYPE OF SIGN:	A-FRAME	BANNER	FLAG	OTHER
EVENT SIGN IS PROMOTING:				
SIGN SQUARE FOOTAGE:	HEIGHT TO TOP OF SIGN:	HEIGHT TO BOTTOM OF SIGN:		
DATE OF EVENT:	DATE SIGN WILL BE PLACED:	DATE SIGN WILL BE REMOVED:		

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE

DATE

FOR STAFF USE ONLY

DATE SUBMITTED: _____ FEE PAID: _____ PERMIT #: _____



TEMPORARY SIGN PERMITS

Temporary signs located within the City of Millwood require a temporary Sign Permit and are subject to the following:

No temporary sign shall be displayed without first obtaining a Temporary Sign permit.

Special promotion, special or periodic event and grand opening signs: Signs temporarily displayed to advertise special promotions, special or periodic events and grand openings shall be permitted for nonresidential uses in a residential district, and for all commercial and industrial districts subject to the following limitations:

- Such signs shall not be illuminated.
- Such signs may be displayed for not more than thirty (30) consecutive days in any three-month period, and not more than sixty (60) days in any calendar year. The signs shall be erected no more than five days prior to the event or grand opening, and shall be removed not more than one day after the event or grand opening.
- The total area of all such signs shall not exceed thirty-two (32) square feet.
- All temporary signs must advertise the business or property upon which they are located, provided that off-premises signs for special promotion, special or periodic events and grand opening events located on property which does not abut Argonne Rd or Trent Ave, are permitted with the approval of the owner of the property where the sign is located.
- Portable signs. In addition to those signs identified above, a non-illuminated portable sign shall be permitted where the main building is set back less than five feet from the front property line. One portable sign may be displayed on any property, provided that in a multiple-occupancy building one portable sign may be displayed for each occupancy in the building. Such sign shall not exceed a height of four feet nor an area of eight square feet. Portable signs may be placed on public sidewalks provided that a pathway of at least three feet shall be kept clear for the unobstructed passage of the public. Such sign shall be placed no closer than two feet from the edge of curb or roadway. Portable signs are allowed only during the business hours of the business advertised.
- Anchoring. All temporary signs shall be physically anchored in a manner which both prevents the sign from being blown over or away from its approved location and also allows for the prompt removal of the sign.
- All temporary signs shall be kept and maintained in good repair so as to be pleasing in appearance and not endanger the health, safety and welfare of the city or general public.