



## Checklist for a Sign Application: *The following must be included with your application.*

- Completed Application: *incomplete applications will not be accepted.*
- Applicable Fee(s)
- Site Plan (current) must include the following:
  - Indicate North Arrow
  - Property dimensions and boundary lines
  - Existing structure(s) dimensions and setbacks (front, side, and rear – marked in feet)
  - Existing and proposed sign(s) dimensions (from lot lines, length, height, thickness, area)
  - Location and names of adjacent streets and/or alley's
  - Location of driveways, parking, paved areas, landscaped areas, etc.
- Structural Drawings/Structural Calculations
  - Indicate the scope and structure detail of work to be done.
  - Details of connections, guy line supports, footings and materials used.
- Site Photographs
  - Photographs of the site showing all signs visible from abutting streets.
  - Original prints, digital photos or color copies are acceptable.
- Electrical Plans (if illuminated)
- Building Elevation
  - Provide sign elevation as it will appear on building façade, including any existing, to remain signs.
- Plan Review (if applicable)
- ROW Permit (if applicable)
  - *NOTE: a right-of-way permit shall be required if the sign extends across a public right-of-way or public easement (such as in the case of a projecting sign or freestanding sign).*
- Any additional drawings provided by the manufacturer.
- A site inspection must be completed after sign(s) are installed.**
  - Call the Inspection Line at 360-785-2311; **24 hours in advance.** *Inspection times are **ONLY** done Monday, Tuesday, and Thursday 7:00am to 3:30pm.*

**NOTE:** *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).



## Community Development Department Sign Permit Application

PO Box 777 • 323 N.E. First Street  
Winlock, WA 98596-0777  
360.785.3811 • fax 360.785.4378  
[winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com)

SIGN INFORMATION				
<input type="checkbox"/> Erect <input type="checkbox"/> Re-Locate <input type="checkbox"/> Alter <input type="checkbox"/> Remove/Re-Hang				
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary				
<input type="checkbox"/> Business <input type="checkbox"/> Advertising <input type="checkbox"/> Construction				
<b>Sign Type:</b>	<input type="checkbox"/> Wall* <input type="checkbox"/> Window <input type="checkbox"/> Ground (free-standing/monument)* <input type="checkbox"/> Marquee/Arcade* <input type="checkbox"/> Projecting* <input type="checkbox"/> Canopy/Awning* <input type="checkbox"/> Construction Sign <input type="checkbox"/> Mural/Roof Sign* <input type="checkbox"/> Other			
<b>Dimensions of Sign</b>	Length:	Height:	Thickness:	Area:
<b>Clearance</b>	Ground (ft/in):		Total Height Above Ground (ft/in):	
<b>Display</b>	<input type="checkbox"/> Single Face <input type="checkbox"/> Double Face		<b>Illumination</b>	<input type="checkbox"/> Yes (building review required) <input type="checkbox"/> No If yes, for illumination, is the light source concealed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Awning Backlit?</b>	<input type="checkbox"/> Yes (building review required) <input type="checkbox"/> No			
Sign Text:				
If Temporary Sign, dates of display:    From _____ To _____				
Estimated Installation Date: _____				
DESCRIPTION OF WORK				
<b>Property Line Distance</b>	Front:	Rt. Side:	Lft Side:	Rear:
Estimated Value: \$ _____				

PROPERTY INFORMATION	
Business Name:	
Address:	
Parcel No.	
Property Description:	
Zoning:	<input type="checkbox"/> Residential <input type="checkbox"/> Business/Commercial <input type="checkbox"/> Planned Development

PROPERTY OWNER	APPLICANT (if different than property owner)
Name:	Name:
Address:	Address:
City/St/Zip:	City/St/Zip:
Email:	Email:
Phone:	Phone:

SIGN CONTRACTOR	ELECTRICAL CONTRACTOR
Business Name:	Business Name:
WA State License #:	WA State License #:
Address:	Address:
City/St/Zip:	City/St/Zip:
Email:	Email:
Phone:	Phone:

A completed application with required documents and any required information must be submitted to obtain a permit. Incomplete applications and/or application fees not paid will result in the rejection of the application and plan review will not begin. It is the responsibility of the applicant/property owner to comply with all private conditions, covenants and restrictions associated with this property. By signing below, I/we agree that the City of Winlock staff has my/our full permission to enter upon the subject property at any reasonable time to consider the merits of the application, take photographs and post public notices.

\_\_\_\_\_  
Applicant/Property Owner Signature

\_\_\_\_\_  
Date



# City of Winlock

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FOR OFFICIAL USE ONLY			
Date Rec.		Received By:	
Fee Amount	\$	Rct #:	Date Approved:
Approved By:			
<i>SITE INFORMATION</i>	<i>NUMBER</i>	<i>AREA (square feet)</i>	<i>TYPE</i>
Signs Removed			
Existing Signs to Remain			
Proposed Sign(s)			
TOTAL APPROVED			
TOTAL Permitted/Allowed			



## Community Development Department Permission to Enter Form

PO Box 777 • 323 N.E. First Street  
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360.785.3811 • fax 360.785.4378  
[winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com)

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_

I understand that the City of Winlock requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is:  NOT Required  Required

*If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone:* \_\_\_\_\_

**For Official Use ONLY**

Date Received:	
Received By:	

**Community Development Fee Schedule****REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES ON THIS SCHEDULE:**

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

**PLANNING ACTIVITIES**

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publicatoin will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material hs been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

**BUILDING ACTIVITIES****For applications/permits withdrawn by the owner or applicant the following shall apply:**

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- **For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.**