



Comprehensive Sign Design Plan Application

Permit Center

5411 23rd St E, Fife, WA
(253) 922-9624

Permit Number(s): _____

Project Name: _____

Business Name _____ **City Business License** Yes No

Address _____ **Suite** _____ **Parcel(s)** _____

Applicant Name _____ **Phone Number** _____

E-mail _____

Criteria Applying to the Proposal (See FMC Section 16.11.020 on page 2 of this application.) Check one:

- Sign and Building are of a similar architectural design.
- The location of a sign is more appropriate on a frontage or other facade.

Description of Project:

Describe how the proposal meets the selected criteria indicated above:

Required Items:

- Site Plan of property and business. Provide linear lot frontage and building facade frontages to determine maximum sign area allowance. Site plan of subject property showing location of proposed signs(s) in relation to public rights-of-way, property lines, existing signs, buildings, ingress and egress to the property, and building entrances. If the building/business has more than one (1) entrance, the applicant shall indicate the primary entrance to the business.
- Location, dimensions and square footage of all existing signs.
- Proposed location and dimension of proposed new signage.
- Landscape plan, if deemed necessary by City staff.
- Deposit of \$750.00

Signature _____ Date _____

Chapter 16.11 COMPREHENSIVE SIGN DESIGN PLANS

16.11.010 Purpose.

The purpose of this section is to allow for some flexibility from the sign code. There will be situations where some flexibility from the sign code is desirable, but where the variance proceedings are not the appropriate forum for an application. This section sets out the criteria for the comprehensive sign design plan. All of the signs and the landscaping on a parcel must be in compliance with the current code before the parcel will be considered for a comprehensive sign design plan. Developed parcels that were in compliance with the Fife zone code as of April 1995 will be considered conforming for the purpose of the comprehensive sign design plan. Signs or development standards legitimized through a variance or a previous comprehensive sign design plan are considered conforming for the purpose of this section. (Ord. 1488-03 § 1, 2003).

16.11.020 Criteria for review.

Applicants requesting consideration of a comprehensive sign design plan must meet one of the following criteria:

A. The sign and building structures on the lot are of a similar architectural design. The design of both the building and the sign shall be of a distinctive type of architecture providing a pleasing aesthetic appearance; or

B. The location of a sign is more appropriate on a frontage or facade other than, or in addition to, that allowed by the sign code. The applicant shall bear the burden of proving that such a sign is necessary for the sign to be visible to the traveling public. Except under special circumstances, such as a note on a short plat limiting use, signs will only be permitted on the premises of the business or parcel asking for the comprehensive sign design plan.

16.11.030 Allowable actions.

The Community Development Director shall review submittals for comprehensive sign design plans. The Community Development Director may allow one or more of the following actions under a comprehensive sign design plan:

- A. Allow one wall sign to be up to 20 percent larger than allowed under the sign code;
- B. Allow one freestanding sign to be up to 10 percent larger than allowed under the sign code;
- C. Allow freestanding signs to be up to 10 percent closer together than allowed under the sign code;
- D. Allow one additional freestanding sign on a parcel;
- E. Allow directional signs to be larger than permitted when necessary for view purposes; and
- F. Allow a mural to be painted on or affixed to an exterior wall of a building.

The Community Development Director may require that the applicant provide additional landscaping as a condition of allowing a comprehensive sign design plan. The planning commission may also require that the applicant return to the planning commission for review of any changes to the signs issued under the comprehensive sign design plan. Other conditions may be required by the planning commission as necessary to preserve the purpose and intent of the sign code and the zone code. (Ord. 1777 § 1 (Exh. A), 2012; Ord. 1488-03 § 1, 2003).

16.11.040 Application fee.

The fee for a comprehensive sign design plan is set forth in FMC 16.08.030. This fee is in addition to the plan check fee and the sign permit fee. The application fee must be paid at the time of a submittal of an application for a comprehensive sign design plan. (Ord. 1488-03 § 1, 2003). The current fee schedule relates to the section of the Fife Municipal Code and is available both at Fife City Hall and on the City of Fife's Website: www.cityoffife.org

16.11.050 Application process.

The applicant shall submit the following to the community development department:

- A. Comprehensive sign design plan application;
- B. Application fee;
- C. Written description of proposal including the criteria the application falls under and justification of the criteria applied to the site or building;
- D. Full size site plan showing buildings on the site, existing signs, and proposed signs;
- E. Reduced size site plan;
- F. Landscape plan, if appropriate; and
- G. Other information as required by the community development department.

The Community Development Director can approve, deny, or conditionally approve any comprehensive sign design plan. A sign permit must be obtained from the community development department after approval of a comprehensive sign design plan.