

CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670 FAX (206) 431-3665

E-mail: tukplan@ci.tukwila.wa.us

PUBLIC NOTICE SIGN SPECIFICATIONS

Public notice signs are intended to make the public aware of land use and development actions which are being considered by the City in order to facilitate timely and effective public participation in the review process. The notice board must remain on the site from the date of the Notice of Application until the expiration of the appeal period.

City Coordination of Sign Process

Applicants may opt to handle the creation, installation, posting and removal of public notice board signs themselves or have the City coordinate the process. When the City coordinates the notice sign process the applicant's responsibilities are to:

- Once the application has been submitted to the City and a file number has been issued for the project contact FastSigns at (206)575-2110, located in the Springbrook Business Park at 7825 S. 180th Street in Kent.
- Provide the project site address and file number to FastSigns.
- Pay a fee of \$365 per notice sign required by the City directly to FastSigns. Generally only one sign is required, but large sites with multiple street frontages may require additional signs at an additional fee.
- Pay FastSigns to repair, replace or reinstall any sign damaged due to weather conditions, vandalism etc.
- The use of this option does not waive applicant's responsibility regarding public notice signs under City code.

Once the application is declared complete the City will work directly with FastSigns to schedule the installation, posting and removal of the sign. If you have questions about the notification process please direct them to the project planner rather than FastSigns.

Applicant Coordination of Sign Process

Alternately, if the applicant wants to manage the process signs meeting the following criteria may be obtained from any professional sign company. Hand lettered signs are not acceptable. The applicant will be responsible for reinstalling the sign if it is made illegible, removed or otherwise destroyed prior to the date of the final Public Hearing or final action by the City of Tukwila. Failure to maintain the Notice Board in good condition is cause for the discontinuance of the review of the application until the Notice Board is replaced and remains in place for a specified time period. The applicant is also responsible for removing the sign at the end of the posting period.

SIGN INSTALLATION AND SPECIFICATIONS

Sign Size and Placement

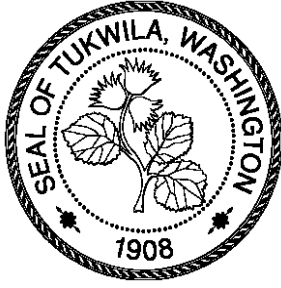
Signs will be 1-sided (single-faced) and made of 48" x 48" MDO, (paper-coated plywood) primed and painted with outdoor sign paint. Signs may be reused but they must be clean and show no evidence of former wording. The main body of the text and graphics will be screen printed or painted on the Sign, see Figure 1 for details. The changeable portion of the text (permit action, project name and file number) will be done in vinyl letters or silk screened on the sign. The posts will be 4" x 4" x 96" treated wood posts and the top of the sign will be 7 to 9 feet above grade. Sign will be mounted to the posts with galvanized brackets.

Unless specifically directed by the City, applicant will locate each sign on the property parallel to and set back 5 feet from the public right of way or private road easement. The sign must be placed within the center two-thirds of the property frontage unless indicated otherwise by the City. The sign must be located to assure visibility from the public right of way or private road easement. The sign may not be located in the clear vision triangle, see Figure 2.

The applicant must fabricate the sign, install it and return by fax or mail a notarized "Affidavit of Installation" to the City in order to start the public comment period.

Removal of Sign

The sign must be removed within 7 calendar days of the end of the appeal period of the land use decision, unless an appeal is filed. If an appeal of the land use action is filed the sign must remain in place until after the appeal hearing, see Figure 4.



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AFFIDAVIT OF INSTALLATION AND POSTING OF PUBLIC INFORMATION SIGN(S)

State of Washington
County of King
City of Tukwila

I _____ (PRINT NAME) understand that Section 18.104.110 of the Tukwila Municipal Code requires me to post the property no later than fourteen (14) days following the issuance of the Notice of Completeness.

I certify that on _____ the Public Notice Board(s) in accordance with Section 18.104.110 and the other applicable guidelines were posted on the property located at _____ so as to be clearly seen from each right-of-way primary vehicular access to the property for application file number _____.

I herewith authorize the City of Tukwila or its representative to remove and immediately dispose of the sign at the property owner's expense, if not removed in a timely manner or within fourteen (14) days of a Notice letter.

Applicant or Project Manager's Signature

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____

NOTARY PUBLIC in and for the State of Washington
residing at _____

My commission expires on _____

8" Diameter

3" Lettering, Red



NOTICE OF LAND USE ACTION

1.5" Lettering

PROJECT NAME:

FILE NUMBER:

PERMIT ACTION:

Leave 16" Clear for Posting Laminated Notices

1.5" Lettering

**TO SUBMIT COMMENTS OR OBTAIN
ADDITIONAL INFORMATION, PLEASE CONTACT THE
PROJECT PLANNER AT (206) 431-3670**

**Tukwila Planning Division
6300 Southcenter Blvd. #100
Tukwila, WA 98188**

1" Lettering

FIGURE 1

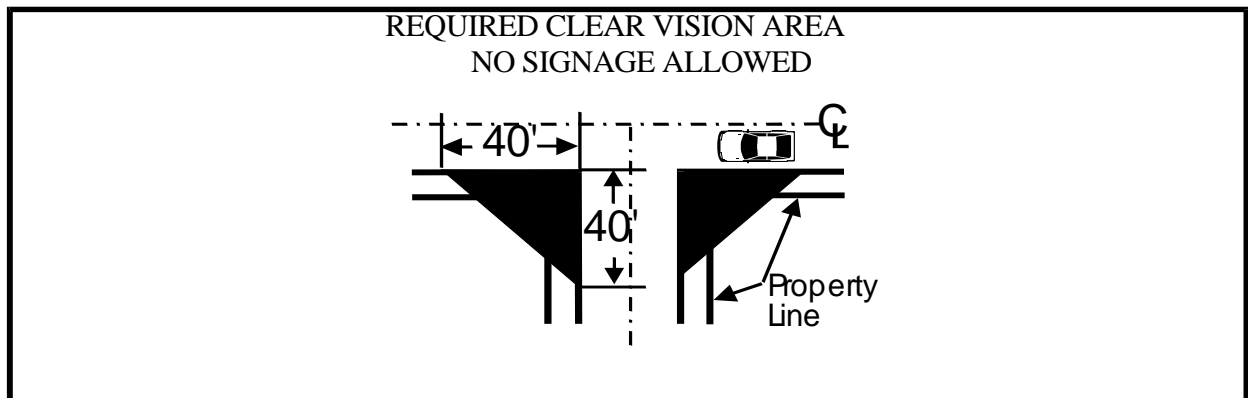


FIGURE 2

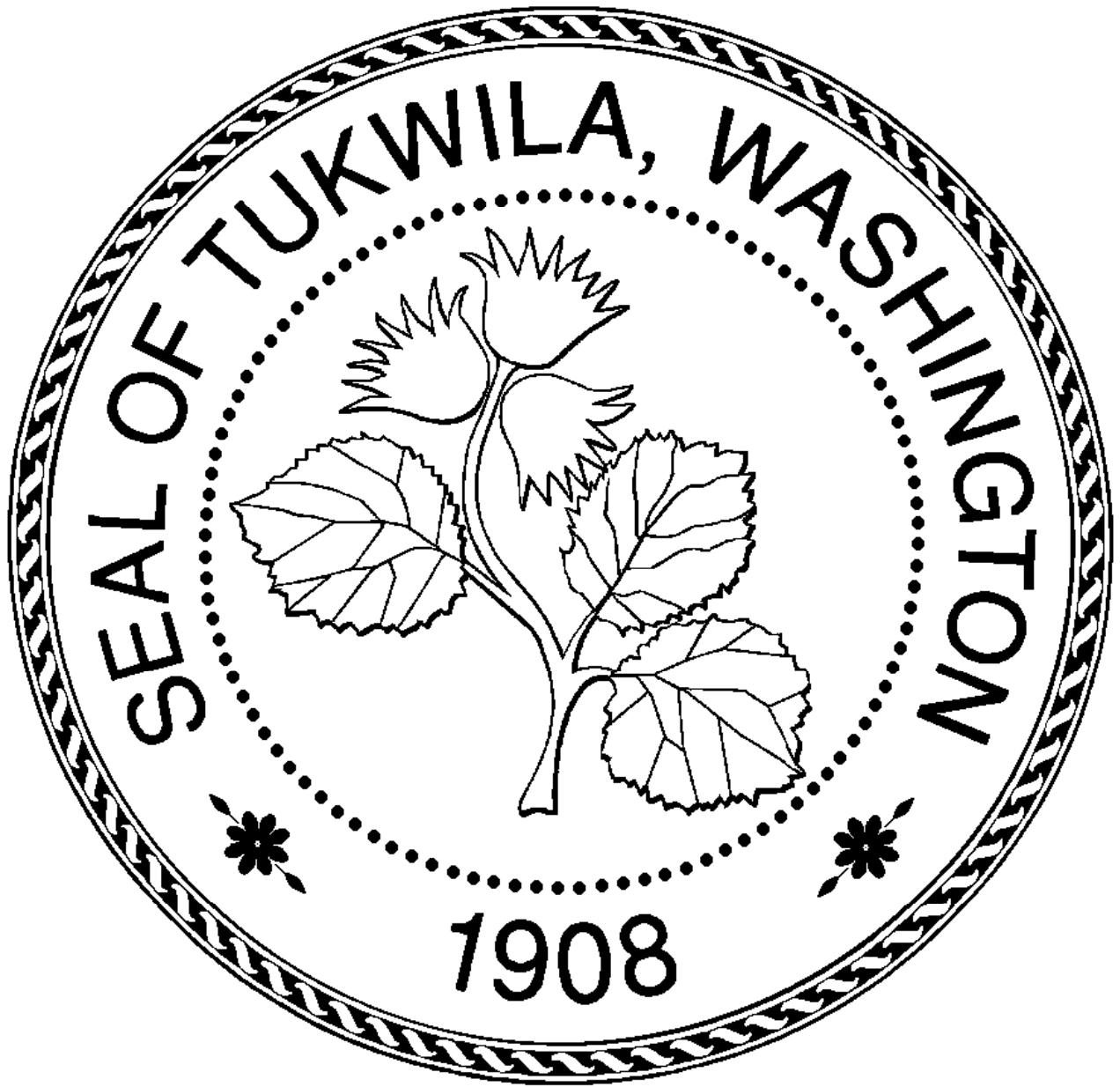


FIGURE 3

On-Site Posting Periods

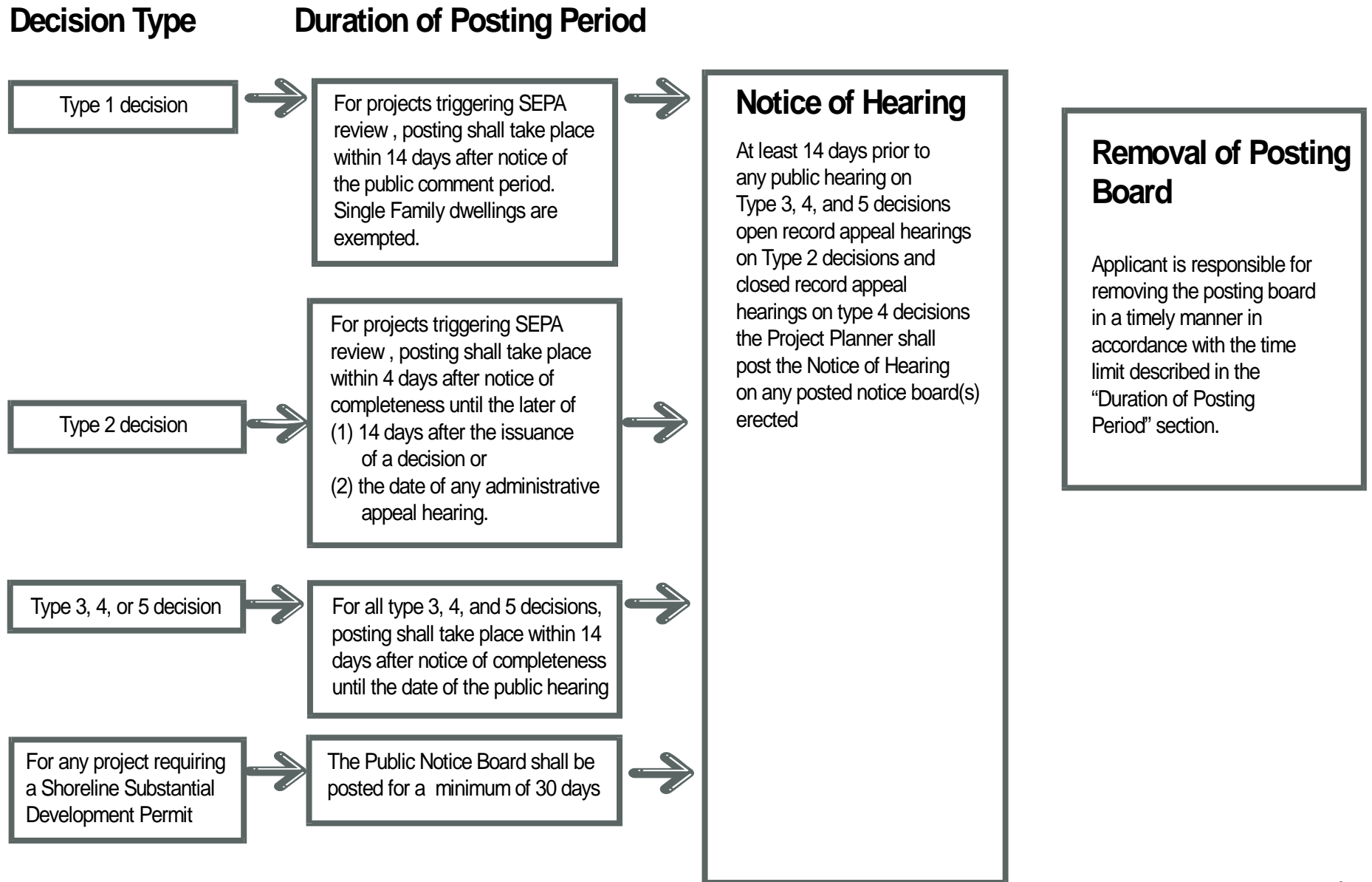


FIGURE 4