There may be exceptions to this checklist depending on zoning. For exceptions, see Snohomish County Code Sections 30.27.045 and 30.27.050.

1. **Completed SIGN APPLICATION form**
   Existing signage must be listed for the entire lot and/or commercial development, with total sign square footage listed. **Property owner or landlord’s signature indicating his/her approval is required on the application.**

2. **(2 copies) Critical Areas Study** for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).

3. **(2 copies) Geotechnical Report** for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140 SCC).

4. **(2 copies) Hydrogeologic Report** for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).

5. **(2 sets) STRUCTURAL DETAILS of the sign containing the following:**
   (a) Dimensions of the sign and/or logos drawn to (architectural) scale
   (b) Sign lettering and/or logos
   (c) Height of letters and/or sign panel
   (d) Elevation from finished grade to top of sign or structural frame
   (e) Complete structural details showing connections and/or engineering complying with the 2009 International Building Code
   (f) If sign or display involves moving parts or flashing or blinking lights simulating traffic signals, submit 1 extra set of Structural Plans

6. **(2 sets) SITE PLAN of entire legal lot containing the following:**
   (a) Property line dimensions (“Not to scale” – NTS - is not acceptable)
   (b) Scale used (standard engineering scale required)
   (c) Location of all existing buildings in the entire development
   (d) Location of new sign
   (e) Tax Account Number
   (f) North arrow
   (g) Date of plan preparation
(h) If sign or display involves moving parts or flashing or blinking lights simulating traffic signals, submit 1 extra set of Site Plans
(i) Wetlands and fish & wildlife habitat conservation areas within 300 feet of the site, including required buffers (SCC 30.62A.130).
(j) Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130).
(k) Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).
(l) Location of existing NGPA, NGPA/E and proposed CAPA.

_____ 7. Copy of Sign Contractor’s Registration License

_____ 8. Plan Check Fee (Other fees to be collected at permit issuance)

POLE SIGNS ONLY (in addition to previous items 1-8)
_____ A. Location of all signs on site
_____ B. Distance of new sign to property line
_____ C. If pole connected above-ground, structural plans must be signed and stamped by a licensed WA State architect or engineer
_____ D. Location of septic tanks and drainfields

BILLBOARDS ONLY (in addition to previous items 1-8)
_____ A. SEPA Checklist completed and signed, Original and 4 copies
_____ B. Vicinity map
_____ C. Area Map: a map drawn to standard engineering scale, showing distances of 1,000 feet in either direction along the right-of-way, indicating the location of all billboards
_____ D. Location of septic tanks and drainfields
_____ E. 1 copy of site plan, 8 ½ x 11 (For SEPA Noticing Requirements)