



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 Email: cdd@ci.tumwater.wa.us
 (360) 754-4180

**SIGN CONDITIONAL EXEMPTION
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to place a sign that is listed under Conditional Exemptions (TMC 18.44.075), a submittal for a Sign Conditional Exemption Permit shall consist of all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. Two copies of all drawings.		<input type="checkbox"/>	<input type="checkbox"/>
B. SITE PLAN	N/A	Provided	Staff
1. The site plan(s) shall be on a minimum of 8 ½"x11" to a maximum of 11"x17" sheet(s) drawn to a scale of no more than 1"=10' and no less than 1"=100', unless otherwise approved by the City. The plan(s) shall be a drawing of the entire contiguous parcel(s) showing the following information:			<input type="checkbox"/>
a. Date, north arrow and scale.		<input type="checkbox"/>	
b. General vicinity map.		<input type="checkbox"/>	
c. Property boundaries.		<input type="checkbox"/>	
d. Location of:			
- All existing and proposed structures.		<input type="checkbox"/>	
- All existing and proposed signs, including types of signs.		<input type="checkbox"/>	
C. ADDITIONAL INFORMATION	N/A	Provided	Staff
1. If the proposed sign is a temporary sign, inflatable sign or point-of-purchase sign, then please provide:			<input type="checkbox"/>
a. Duration of the placement of the sign.		<input type="checkbox"/>	
b. Proposed date of removal of the sign.		<input type="checkbox"/>	
2. If the proposed sign is flush-mounted or painted directly on the wall of a building, then please provide an elevation drawing of the wall, including the width and height of the sign and the wall.		<input type="checkbox"/>	<input type="checkbox"/>
3. If the proposed sign is a product dispenser, then please provide an elevation drawing, including the width and height of the dispenser.		<input type="checkbox"/>	<input type="checkbox"/>

Sign Conditional Exemption Submittal Checklist

C. ADDITIONAL INFORMATION (CONTINUED)	N/A	Provided	Staff
4. If the proposed sign is a sandwich-board sign, then please provide:			<input type="checkbox"/>
a. Elevation drawing, including the width and height of the sign, and the advertising display.		<input type="checkbox"/>	
b. Construction material of the sign.		<input type="checkbox"/>	

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date