



TEMPORARY SIGNS (& balloons, banner, pennants, etc.): Requirements, Approval Process and Application Form

Certain temporary signs not exempted by Enumclaw Municipal Code 19.10.040 shall be permitted under the conditions listed below. All signs shall be non-illuminated. Any of the signs or objects included in this section are illegal if they are not securely attached, create either a visual or traffic hazard, or are not maintained in good condition. Certain items, such as large inflatable objects (balloons) or objects requiring mechanical or electrical connections may be subject to the International Building Code. All temporary signs, banners, and pole-supported pennants must be approved by the administrator following submittal of a Temporary Sign application specifying the size and location of the sign, and the dates upon which they are to be installed and removed. The following list outlines specific temporary sign types. The requirements for each are detailed within section 19.10.140 (*Temporary Signs*) of the Enumclaw Municipal Code:

Grand Opening Signs

Temporary On-Premises Business Signs

Construction Signs

Special Community Event Signs

Banners, Pennants, Ribbons, Spinners, Large Inflatable Objects, etc.

Banners on Property Fronting SR410 within the HCB or LI Zoning Districts

Pole-supported Pennants on Property Fronting SR410 within the HCB or LI Zoning Districts

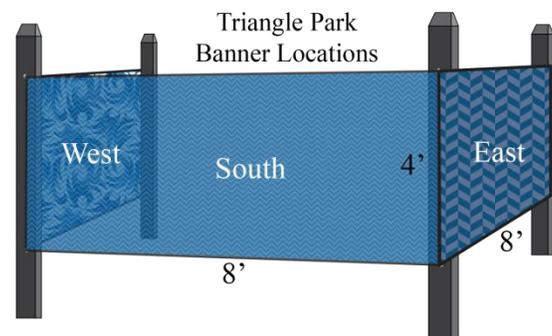
Community Banners (requires Community Banner Permit)

Planning Your Sign: Please refer to the Enumclaw Sign Code (particularly EMC 19.10.040 *Applicability and Exempt Signs*; and EMC 19.10.140 *Temporary Signs*) when planning your sign.

How to Apply: To apply for all temporary signs (except for a Community Banner - requires a special permit), complete the attached Temporary Sign application and submit it to the Community Development office at 1309 Myrtle Avenue for approval.

Additional Information: Copies of the Enumclaw Sign Code and sign application forms are available from the Community Development Department at 1309 Myrtle Avenue, by phone at (360) 825-3593, or online (<http://www.codepublishing.com/WA/enumclaw.html> and <http://cityofenumclaw.net/PlanningPermitApplicationsandInformation>). Please call our office at (360) 825-3593 to make sure you have the current forms and information.

Site Specific Information: The Enumclaw Triangle Park has three potential banner locations (East, South and West) and can only be used for special community events. Banners at this location may not exceed 32 square feet or include advertising for an individual business. Examples of events that may use this location include the Wine Walk, Garden Tour, 5K and other similar events. It helps to have wind ports in the banner.





TEMPORARY SIGN (BALLOON / BANNER) APPLICATION

1. Address or location of signs/balloons/banners: _____

2. Applicant Information:

Name _____ Phone: _____

Address _____ email: _____

City _____ State _____ Zip _____

3. Property Owner Information: (if on private property)

Name _____ Phone: _____

Address _____ email: _____

City _____ State _____ Zip _____

4. Temporary Business Sign Information:

Type and number of signs, balloons, banner(s), etc. proposed: _____

Description of signs/balloon/banners: _____

Size in Square Feet: _____ Dimensions: _____

Placement of sign (if using Enumclaw Triangle Park specify which side East, South or West – allowed one side): _____

Square footage of building façade to which wall sign will be attached (if applicable): _____

What is the value of the proposed sign/balloon/banner(s): \$ _____

Indicate the dates (or sets of dates) during which the temporary sign/balloon/banner will be displayed: _____

5. Please attach a drawing showing dimensions, text, letter size/style, and location of the temporary sign.

6. For balloons only – attach structural calculations reflecting 90-mph winds with exposure “C”.

Signatures and Dates (Please note: signature of applicant is required; signature of property owner may be required):

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

*****For Staff Use Only*****

Staff Signature and date: _____ Expiration Date: _____

Approved or Denied (circle one)

Banners are normally put up and taken down on Mondays. Please drop the banner off at City Shop (2041 Railroad Street) one week prior to installation date _____.

Banner needs to be picked up 2 days after being taken down on _____. Please call ahead before picking up the banner to make sure there was a person available to take down the banner 360-825-5541.