



## CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4567

# SIGN PERMIT & SIGN VARIANCE CHECKLIST

## **ABOUT SIGN PERMITS AND VARIANCES:**

The sign code promotes a quality visual environment by establishing reasonable standards for the size, placement, height and maintenance of outdoor signs, graphics, and advertising. It is further intended to encourage quality design and material composition which create an attractive community and business climate. Special emphasis should be placed on achieving harmony with building design, settings, and the character of the surrounding areas.

This does not apply to traffic and directional signs installed by a governmental entity; signs not readable from nor intended to be viewed from a public right-of-way; merchandise displays; point of purchase advertising displays, such as product dispensers; national flags; flags of a political subdivision; symbolic flags of an institution; legal notices required by law; barber poles; historic site plaques; gravestones; structures intended for a separate use, such as phone booths, bus shelters, donation containers and recycling containers; or lettering or symbols painted directly onto or flush-mounted magnetically onto a motor vehicle operating in the normal course of business.

Off-Premises Signs. Off-premises commercial signs are prohibited, unless a waiver is granted by the director for an off-premises directional sign.

## **REVIEW PROCESS:**

No sign shall be installed, constructed, structurally altered, posted or applied without first obtaining a sign permit unless exempted per BDMC 18.82. A single permit shall be required for each group of signs on a single supporting structure installed simultaneously. Thereafter, each additional sign erected on the structure must have a separate permit.

The Community Development Department shall administratively review sign permits for compliance with the Black Diamond Municipal Code.

Any person may apply to the City Council for a variance from the requirements of the Sign Code (Ch. 18.82.040(c)). A noticed public hearing will be held before the Hearing Examiner. Before any variance can be granted, the hearing examiner shall make findings of fact setting forth and showing that the following circumstances exist:

1. The granting of the variance would not be materially detrimental to the property owners in the vicinity and the variance sought is of minimum sign size, height and scope to meet the conditions and needs of the applicant;
2. The granting of the variance would not be contrary to the objectives of this chapter;
3. The signage of the property in question cannot be adequately met under the literal interpretation and strict application of this chapter; and
4. The granting of the variance is necessary because of special circumstances relating to property location, topography, shape and size; site distance and limited view to property; and/or dependency of business to visual access of freeway traffic in the interchange area.

## **Code References**

Sign Code  
Chapter 18.82 BDMC

Zoning and Procedures  
Title 18 BDMC

## **Resources**

King County iMap  
Black Diamond Zoning Map

## **Questions?**

Planning Division  
Permit Status

## **City of Black Diamond**

24301 Roberts Drive  
PO Box 599  
Black Diamond, WA 98010  
[www.blackdiamondwa.gov](http://www.blackdiamondwa.gov)



**Sign Permit/ Sign Variance Checklist**

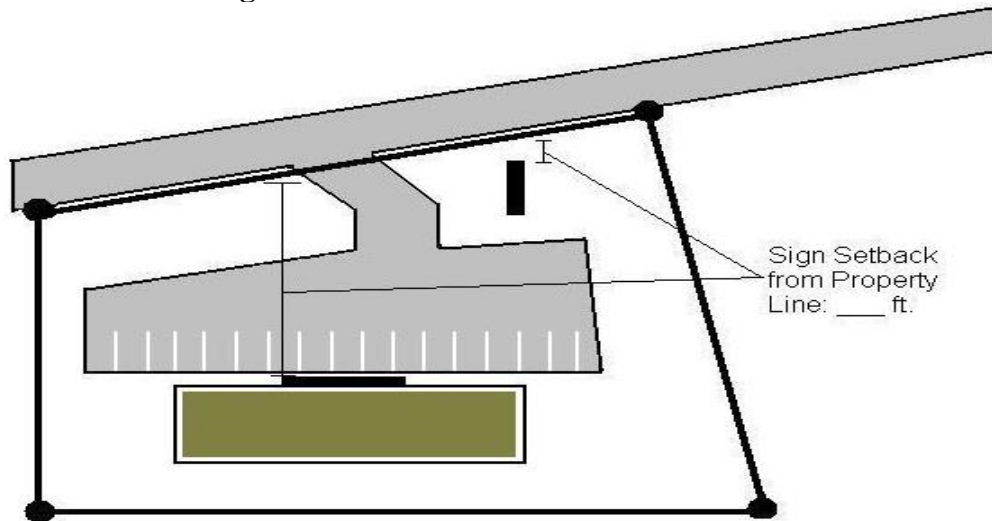
**SUBMITTAL REQUIREMENTS**

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ Provide a site plan with the precise location of the proposed sign(s);
3. ☐ Be accompanied by adequate plans and specifications (2 sets). See "Required Information for Sign Drawings" below on page 3 & 4;
4. ☐ Structural calculations for freestanding signs, if necessary.
5. ☐ FOR SIGN VARIANCES ONLY a narrative that addresses the following:
  - a. State why the granting of the variance requested would not be materially detrimental to the property owners in the vicinity and how the variance sought is of minimum sign size, height and scope to meet the conditions and needs of the applicant.
  - b. State how the granting of the variance would not be contrary to the objectives of the Sign Code.
  - c. State why the signage needs of the property in question cannot be adequately met under the literal interpretation and strict application of the Sign Code.
  - d. Describe why the granting of the variance requested is necessary because of special circumstances relating to property location, topography, shape and size; sight distance and limited view to property; and/or dependency of business to visual access of traffic in the area.

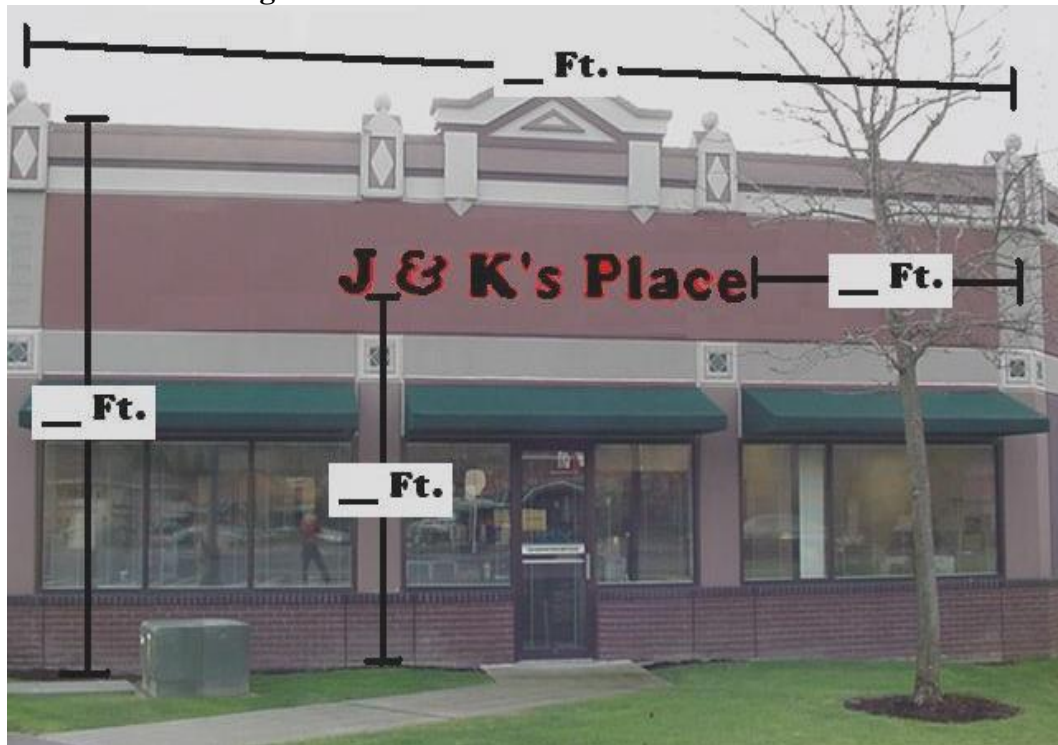
## REQUIRED INFORMATION FOR SIGN DRAWINGS

**Provide Two (2) sets of the plans with the following information:**  
(Note: additional sets will be required if applying for a variance)

### 1. Location of the sign on the site:



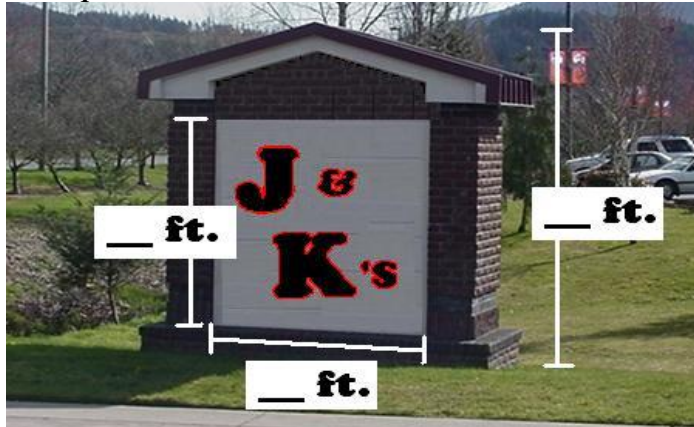
### 2. Storefront/Building Elevation:



**3. Sign Details:**

-Scaled drawing of the proposed sign or sign revision, including size, height, copy, structural: footing details, front and end views of marquees, calculations for dead load and wind pressure, photograph of site and building marked to show where sign or marquee is proposed.

**Example 1**



**Example 2**



What Sign Says

Color of Letters

Color of Background

**4. Additional Information:**

- Sign/Cabinet Materials: \_\_\_\_\_
- Form of Illumination, if any: \_\_\_\_\_
- Method of Attachment: \_\_\_\_\_
- Are there additional signs on the site? ( ) Yes ( ) No  
(If so, please indicate the location of these on the site plan)