



CITY OF
MUKILTEO

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Community Event Special Use Sign Permit Application

Applicant Information

1. Applicant name:			
2. Organization:			
3. Mailing address:	City:		State:
			Zip:
4. Telephone number:	Day:		Evening:
	Cell:		
5. E-mail address:			

Event Information

6. Name of event:	
7. Type of event: (i.e., school event)	
8. Event date:	
9. Event location:	

10. Is the event open to the general public with equal access to all? Yes No

11. Will the event be publicized through word-of-mouth, flyers, signs and/or paid advertising in a way so the general public has an equal opportunity to know about and attend the event? Yes No

12. Sign Characteristics

A-Board (Circle locations on attached map)

- Size: _____

Banners on City Owned Structures

- Wording: _____

- Locations

- Goat Trail
- 76th Street
- 84th Street (near Hilton Hotel)
- PaineField Blvd & SR525 (Near Stay Bridge Hotel)
- Beverly Park Road

- **Banners on Private Property**

- Location: _____
- Size: _____
- Other: _____

MY SIGNATURE ON THIS APPLICATION INDICATES MY VERIFICATION/AGREEMENT/UNDERSTANDING THAT:

- THE INFORMATION GIVEN HERE IS TRUE, UNDER PENALTY OF PERJURY BY THE LAWS OF THE STATE OF WASHINGTON.
- I HAVE READ AND UNDERSTAND **“THE COMMUNITY EVENT SPECIAL USE SIGN PERMIT GUIDELINES”** AND THE **“ADMINISTRATIVE POLICIES FOR THE USE OF CITY-OWNED BANNER STRUCTURES FOR COMMUNITY EVENT SIGNS”**.
- THE CITY OF MUKILTEO AGENTS, EMPLOYEES, AND DIRECTORS SHALL NOT BE LIABLE FOR ANY DAMAGE TO PERSON OR PROPERTY BY REASON OF THE NEGLIGENT ACTS OF APPLICANT, ITS AGENTS, EMPLOYEES, INVITEES, OR SUBCONTRACTORS.
- I PROTECT AND INDEMNIFY FOR COSTS, LEGAL AND OTHER EXPENSES, AND HOLD HARMLESS THE CITY OF MUKILTEO AND ITS OFFICERS, EMPLOYEES, DIRECTORS AND AGENTS FROM CLAIMS, LIABILITIES, OR SUITS ARISING OUT OF INJURY TO PERSON OR PROPERTY
- I UNDERSTAND THE CITY OF MUKILTEO MAKES NO WARRANTY AS TO THE CONDITION OR SAFETY OF THE CITY-OWNED BANNER STRUCTURES OR SURFACE BELOW THE STRUCTURES.
- AGREE EVENT SPONSORS SHALL ASSUME ALL RESPONSIBILITY AND RISK TO THE EXTENT ALLOWED BY LAW FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE ARISING OUT OF THE EVENT SPONSOR’S USE OF THE SIGN, AND SHALL RELEASE, INDEMNIFY AND HOLD HARMLESS THE CITY OF MUKILTEO, ITS OFFICIALS, OFFICERS AND EMPLOYEES FROM ANY SUCH CLAIMS, DEMANDS OR CAUSES OF ACTION.

Applicant’s Signature:

Date:

General Submittal Requirements:

1. Map showing the proposed locations of each type of sign(s) (i.e., banner, a-board, wire sign, etc.), north arrow.
2. Drawing with dimensions of the proposed signage including square footage of each proposed sign and total number of proposed signage.
3. All maps, illustrations, etc. folded to 8½”x11”.
4. Narrative describing the event and proposed signage placement and duration needed to effectively publicize the event.

General Permit Requirements:

1. No sign shall be placed, structurally altered, erected or displayed without first obtaining a valid sign permit.
2. Signs shall not be illuminated, animated or moving or have moving parts, contain balloons, festoon flags, pennants, lights or any other display shall not be attached to any temporary sign.
3. If a special use permit related to the community event is issued by the city of Mukilteo, then temporary signs for that event may be regulated by conditions attached to that special use permit. If no conditions related to signage are attached to that special use permit, then temporary signage related to the event shall be regulated the same as temporary noncommercial signs.
4. Signs shall not block the sight distance triangle pursuant to Section 17.20.060 or create a safety hazard as determined by the director of public works or his/her designee.
5. Community event signs can be erected only as provided by this permit.

Reference Material: Community Event Special Use Sign Permit Guidelines, List of Preferred Portable Sign Locations, Map of Preferred Portable Sign locations, Administrative Policies for Use of City-owned Banner Structures for Community Event Signs

Guidelines for Community Event Special Use Sign Permits

Purpose

The Community Event Special Use Sign Permits provides flexibility in temporary signage regulations to publicize community events in recognition of the unique requirements of such events. To be eligible to apply for the permit the event must be:

- Local
- Open to the public with equal opportunity for anybody to attend.
- Organized by a not-for-profit organization

These guidelines are adopted to provide direction to applicants and staff for applying for, reviewing and issuing Community Event Special Use Sign Permits and to promote the equitable issuance of Community Event Special Use Sign Permits.

A Community Event Special Use Sign Permit allows signage opportunities for temporary signage for community events beyond which MMC 17.80.120(I) – which regulates signage for non-commercial events – provides for.

With the permit community event signage becomes subject to the conditions attached to the permit and to the requirements of MMC 17.80.120(I). **Even with the permit, event sponsors are encouraged to use the minimum number and size of signs and limit the duration they are on display necessary to promote their event.**

The guidelines themselves are flexible, allowing staff discretion when evaluating and issuing permits so issues unique to a specific community event can be addressed. Deviations from the guidelines are to be expected.

Types of Community Events

Community events have been divided into three types. The type of event determines which guidelines are applicable. The types of events are:

One-time events: Events lasting 1-3 consecutive days occurring no more frequently than once a year.

Recurring events: Events occurring more than once a year that follow a regular schedule (e.g. every Wednesday during the summer).

Non-site-specific events: Events that do not necessarily occur at a set location during set hours and may take place over an extended period of time (e.g. registration for Little League Baseball).

Portable Signs

Time and Duration of Display

One-time events: Signs may be put out on display up to 2 weeks before the event

Recurring events: Signs may be put out on display up to 1 day before each occurrence of the event.

Non-site-specific events: In any calendar year, signs may be out for 28 days total. The 28 days may be split up so they do not run consecutively.

Signs may be on display 24 hours a day during the days they are allowed. For all event types, signs are to be removed no later than 10 a.m. the day following the event or an occurrence of the event.

Number and Preferred Sign Locations

On private property

Portable community event signs placed on private property are subject to the regulations in MMC 17.80. A Community Event Special Use Sign Permit can not modify these regulations. Those regulations allow 1 sign per lot, with a maximum height of 4 feet and a maximum area of 8 square feet per side. MMC 17.80 also prohibits attaching signs to fences, trees and utility/street light/traffic light poles.

In the right-of-way

- A maximum of 15 portable signs for each community event may be placed in the right-of-way.
- All signs shall comply with MMC 17.80.120 regulations except those related to:
 - Number
 - Location
 - Time and duration of display.

The attached list (Attachment 1) and map (Attachment 2) identify the preferred locations for portable signs in the right-of-way. The sites have been selected because of their high visibility and the high volume of vehicular traffic that passes by. Signs may only be located at these preferred sites unless special circumstances regarding the nature of the event or its location warrant placing signs at non-preferred locations.

No more than one (1) sign per event shall be located at any of the preferred locations, except two (2) signs may be allowed at the following intersections:

- SR525 and Beverly Park Road (northwest corner as that is the only corner within City limits);
- SR525 and Harbour Pointe Blvd. S;
- SR525 and Harbour Pointe Blvd. N;
- SR525 and Paine Field Blvd.;
- SR 525 and 84th Street SW;
- SR525 and 5th Street; and
- SR526 (84th St. SW) and Paine Field Blvd.

Banners

General Banner Rules

1. Banners may not be located in the right-of-way except for those placed in City-owned banner structures (see rules below for use of city-owned banner structures).
2. Banner shall not be put up more than two (2) weeks before the first day of the event.
3. Banner shall be taken down by 10 a.m. the day after the event, or in the case of recurring events, by 10 a.m. the day after the last occurrence of the event.

4. Banners for recurring events and non-site-specific events can be on display a maximum of four (4) weeks in any calendar year.
5. Maximum number allowed:
 - a. Five (5) banners per event
 - b. One (1) banner per lot.
6. Maximum size allowed: 45 square feet.
7. Maximum height allowed: 8 feet to top of banner, except when attached to a building or located in a city-owned banner structure. If attached to a building banner may not extend above the roof eave.
8. Must be attached to a building or placed between poles/stakes or placed in a city-owned banner structure.
9. May not be attached to fences, utility/street light/traffic light poles, trees or other vegetation.
10. May not create a safety hazard or block sight distance for drivers at intersections.

Use of City-owned Banner Structures

The only banners allowed in the right-of-way are banners placed in city-owned banner structures which are located at Locations 8, 11, 16 and 12 on Attachment 2: Map of Preferred Locations. To use a city-owned banner structure:

1. A Community Event Special Use Sign Permit must be obtained.
2. **The banner shall not contain a commercial, political or religious message.**
3. The applicant shall put the banner up and take it down in a timely manner as stated in the permit. The City of Mukilteo may remove the banner if it is not taken down by the approved end date. The City shall not be responsible for any loss or damage occurring from such removal. If the City removes the signs the applicant may be charged \$50 and will be ineligible to use a banner structure for the remainder of the calendar year and for the entire subsequent calendar year.
4. If an applicant applies to use multiple structures at the same time the City may limit how many and which structures can be used if there other applications to use a structure for dates that overlap with this application.

Appeals

Applicants may administratively appeal the application of these guidelines for Community Event Special Use Sign Permits. Appeals shall be made to the Mukilteo City Administrator within 14 days from issuance or denial of the permit. Appeals shall be in writing and shall include:

- The applicants name, address and telephone number; and
- A written statement of grounds for the appeal and the facts upon which the appeal is based; and
- The relief sought, including the specific nature and extent and attached map if needed; and
- A copy of the original Community Event Special Use Sign Permit application that was submitted.

There is no fee to appeal application of these guidelines to the City Administrator. The City shall respond to submitted appeals within ten (10) business days of receipt of the application.

Attachment 1: List of Preferred Locations for Portable Signs and Banners in the Right-of-way

5th Street

1. Lamar Drive
2. Prospect Avenue
3. Loveland Avenue
4. SR525

SR525

5. Front Street
6. 5th Street
7. Goat Trail Road
8. 76th Street SW
9. 84th Street SW
10. 92nd Street SW
11. Paine Field Blvd./Harbour Place
12. Harbour Pointe Blvd. N
13. Chennault Beach Road
14. Harbour Pointe Blvd. S
15. Beverly Park Road

SR526 (84th St. SW)

16. Paine Field Blvd.

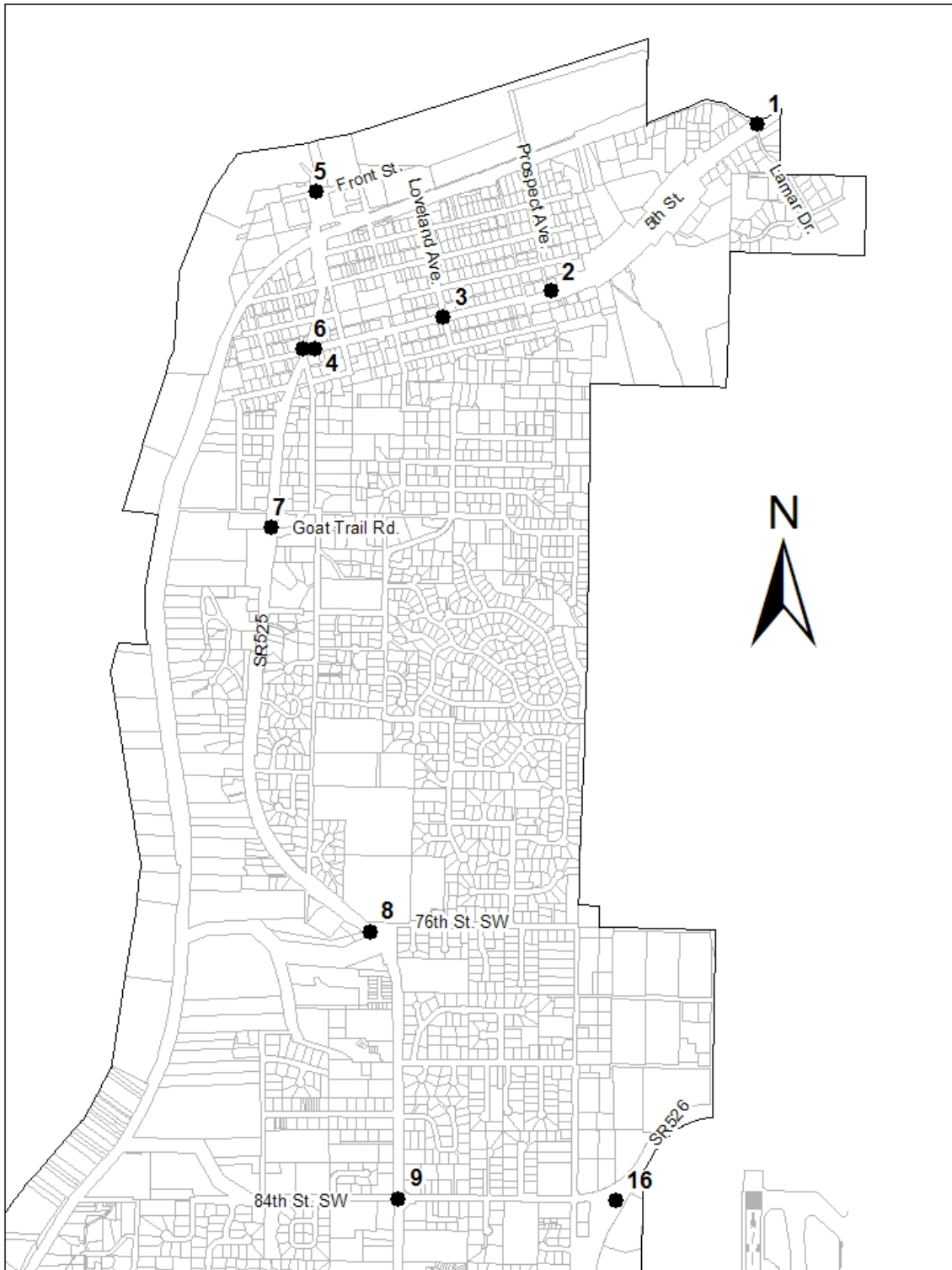
Harbour Pointe Blvd.

17. SR525
18. 47th Place W
19. Chennault Beach Road
20. St. Andrews Drive
21. Clubhouse Lane
22. Double Eagle Drive
23. Possession Way
24. Harbour Reach Drive
25. SR525

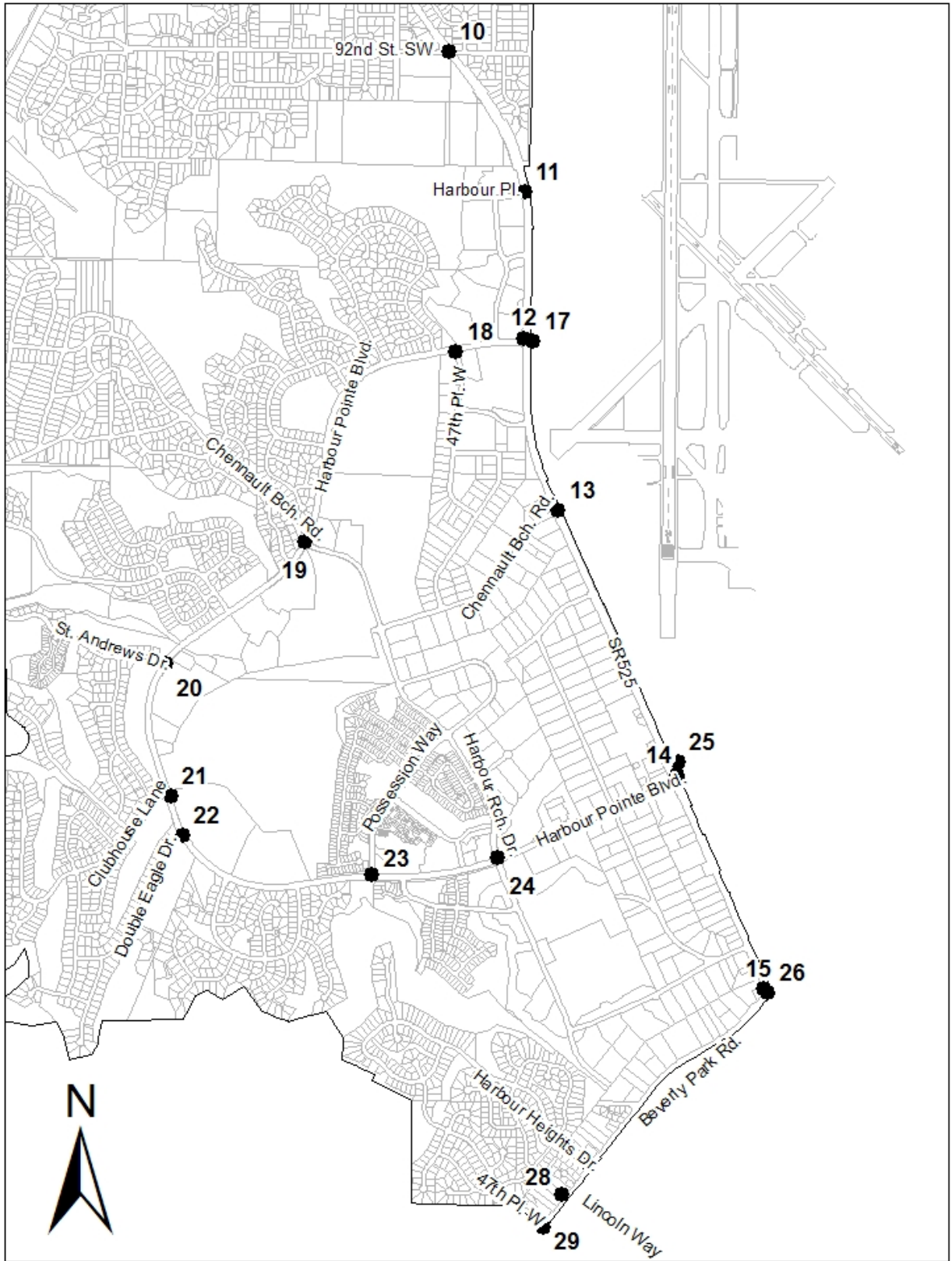
Beverly Park Road

26. SR525
27. Harbour Heights Drive
28. Lincoln Way
29. 47th Place W

Attachment 2: Map of Preferred Locations for Portable Signs in the Right-of-way (north)



Attachment 2: Map of Preferred Locations for Portable Signs in the Right-of-way (south)



Administrative Policies for the Use of City-owned Banner Structures for Community Event Signs

Eligibility

The City of Mukilteo has fabricated and installed banner structures to create a limited public forum that shall only be used to publicize local community events that are open to the public with equal access to all. These city-owned sign structures can only be used:

- To advertise events organized by not-for-profit organizations; and
- To advertise the time and place of the event and contact information for the organizer; and
- If no commercial, political or religious messages appear on the sign.

The City of Mukilteo may modify these policies or revoke the use of the city-owned sign structures as a limited public forum, at its own discretion and without notice, at any time without cause. No vested rights are created by these policies.

Types of Community Events

One-time events: Events lasting 1-3 consecutive days occurring no more frequently than once a year.

Recurring events: Events occurring more than once a year that follow a regular schedule (e.g. every Wednesday during the summer).

Non-site-specific events: Events that do not necessarily occur at a set location during set hours and may take place over an extended period of time (e.g. registration for Little League Baseball).

Use of Structures

1. Banners may be placed on the structures up to two weeks before the day of the event or the day of the first occurrence of a recurring event. In no case shall they be placed sooner than that.
2. Banners shall be removed by 10 a.m. the day after the event, or by 10 a.m. the day after the last occurrence of a recurring event.
3. Applicants shall be responsible for putting up and taking down their banners.
 - a. If banners are not removed on time by the applicant as required, the City shall take down the banners. If City staff takes down the banners applicants will be charged \$50 and will be ineligible to use the structures for the remainder of the calendar year and for the entire subsequent year.
 - b. When putting up and taking down their banners, applicants shall not drive or park vehicles on sidewalks, nor can they park on the street in violation of City regulations.
4. If banners must be removed before the day of the event because a higher priority event applies to use the structures, the City shall notify applicants at least seven (7) days before the banners must come down.
5. If multiple applications are submitted to use the structures for the same dates, the City may limit applicants to use only one of the structures. Such determination shall be done at the sole discretion of the City.

First Time Use

The first time in a calendar year an event is approved to use the city-owned banner structures the event is guaranteed placement in the structures for at least 14 consecutive days. The event sponsor's sign can remain on the structures after the initial 14 days:

- In the case of one-time events: until the day after the date of the event.
- In the case of recurring and non-site-specific events: the day after the last occurrence in the calendar year of a recurring event, or until an event with a higher priority (see criteria below) is authorized to use the structures, whichever first occurs.

Priority Criteria

When there are multiple applications to use the same city-owned community event banner structure on the same dates, the following criteria shall be used to determine which signs will occupy the structure on which dates.

Applications for events to use the city-owned structures for the first time in the calendar year shall be prioritized as follows:

1. City-sponsored events have priority over other events.
2. City-cosponsored events have priority over all other events except for City-sponsored events.
3. One-time events have priority over recurring events.
4. Recurring events have priority over non-site-specific events.
5. In the event of a tie in priority, the earlier date of application has priority over applications submitted on later dates.

Applications may be submitted no more than 1 year before the date of the event (or in the case of recurring events, 1 year before the date of the first occurrence in the calendar year).

Subsequent Use

Applications for events to use the city-owned structures, where both applicants have used the structures at least once in the calendar year, shall be prioritized as follows:

6. The event which has used the city-owned structures fewer days in the calendar year shall have priority over events which have used the structures more days. Signs allowed pursuant to this criterion are guaranteed their place for at least 7 days. If after the 7 days the result is that event has moved down in priority because it has used the structures for more days than another event, the first event's sign must yield to the second event's sign. If both applicants have used the frame for the same number of days in the calendar year then criteria 2-6 are applied.

Liability

The City of Mukilteo makes no warranty as to the condition or safety of the structures or surface below the structures. Event sponsors shall assume all responsibility and risk to the extent allowed by law for any personal injury or property damage arising out of the event sponsor's use of the sign, and shall release, indemnify and hold harmless the City of Mukilteo, its officials, officers and employees from any such claims, demands or causes of action. Further, if the event sponsor fails to remove its signs after authorization to use the structures expires, the City of Mukilteo may remove the signs and the City of Mukilteo shall not be responsible for any loss or damage occurring from such removal. If the City of Mukilteo removes the signs the applicant shall be charged \$50 and will be ineligible to use the structures for the remainder of the calendar year and for the entire subsequent year.

Appeals

Applicants may administratively appeal the application of the guidelines for Community Event Special Use Sign Permits through which these administrative policies for the use of City-owned banner structures are applied. Appeals shall be made to the Mukilteo City Administrator within 14 days from issuance or denial of the permit. Appeals shall be in writing and shall include:

- The applicants name, address and telephone number; and
- A written statement of grounds for the appeal and the facts upon which the appeal is based; and
- The relief sought, including the specific nature and extent and attached map if needed; and
- A copy of the original Community Event Special Use Sign Permit application that was submitted.

There is no fee to appeal application of these guidelines to the City Administrator. The City shall respond to submitted appeals within ten (10) business days of receipt of the application.