

**CITY OF BLACK DIAMOND  
SIGN PERMIT SUBMITTAL REQUIREMENTS**

**A. PURPOSE**

The purpose of the following regulations is to implement Chapter 18.82 of the Black Diamond Municipal Code for consideration of applications for signs in the City of Black Diamond.

**B. PERMIT REQUIREMENTS**

The process of sign package review has been established in order to provide for compatibility of signage with the building, setting and/or character of the surrounding areas. Signs identified under 18.82.010(B) of the Black Diamond Code do not require a permit.

**C. PERMIT APPLICATION**

Any person desiring to install a sign within the City shall file a properly completed and signed Permit Application which includes:

1. Permit Application signed by the owner or authorized agent;
2. A completed Certification of Ownership/Transfer form;
3. Provide a site plan with the precise location of the proposed sign(s);
4. Be accompanied by adequate plans and specifications (2 sets). See **“Required Information for Sign Drawings”** below on page 3 & 4;
5. Completed Sensitive Area Identification Form
6. Be accompanied by the applicable permit fee in accordance with the City’s adopted fee schedule (see below).

**D. PERMIT FEES**

Wall Sign, non-electric	Wall Sign, electric
a. 25-50sf.....\$100	a. 25-50sf.....\$120
b. 51-99sf.....\$150	b. 51-99sf.....\$170
c. 100+ sf.....\$200	c. 100+ sf.....\$220
Ground, non-electric	Ground, electric
a. 25-50sf.....\$140	a. 25-50sf.....\$160
b. 51-99sf.....\$190	b. 51-99sf.....\$210
c. 100+ sf.....\$240	c. 100+ sf.....\$260
All signs less than 25 sq feet.....\$90	
Change of sign, all sizes.....\$90	
Variance application.....Per fee schedule	
Sign Permit Plan Review.....\$47/hr	

**E. PERMIT REVIEW**

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

2. Any person may apply to the City Council for a variance from the requirements of the Sign Code (Ch. 18.82.040(c)).

F. HEARING EXAMINER REVIEW

Before the hearing examiner may grant, amend or deny an application for a variance, the hearing examiner shall hold at least one duly noticed public hearing.

Before any variance can be granted, the hearing examiner shall review the proposal based upon the following criteria:

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; and
2. The granting of the variance would not be contrary to the objectives of this chapter; and
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 interchange area.

G. FINAL DECISION

Within twenty-one days of the date of the public hearing, the hearing examiner shall issue its written findings, conclusions and decisions setting forth the reason for its decision to grant, amend or deny the application. A copy of said decision shall be promptly mailed to the applicant by first class mail addressed to his or her last known address.

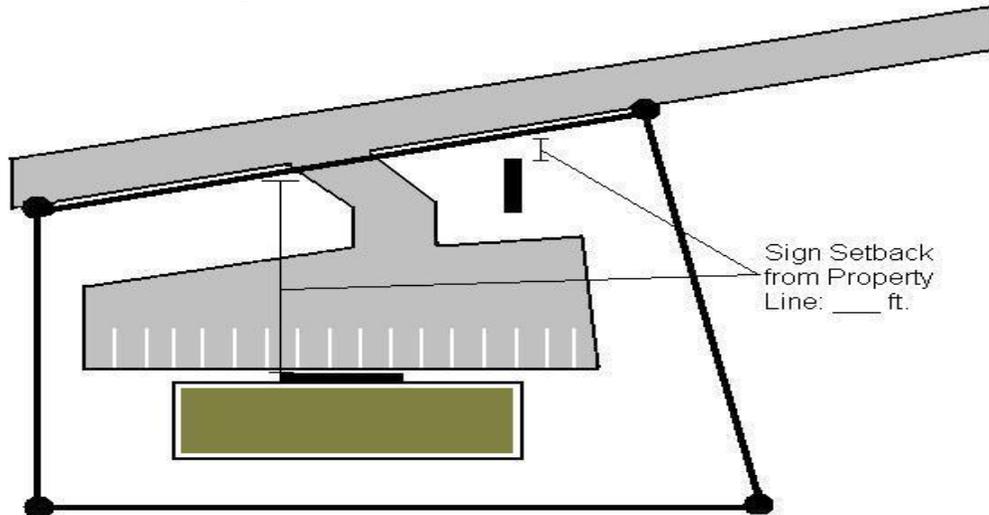
H. APPEALS

The applicant, the property owner or any person aggrieved or adversely affected by a final decision of the hearing examiner under this chapter may appeal said decision to the King County Superior Court; provided, that said appeal must be filed within the King County Superior Court and properly served on all necessary parties within twenty-one days of the issuance of the decision being appealed (Chapter 36.70C RCW). Any decision of the hearing examiner not so appealed within the time specified shall be deemed final and conclusive.

## 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:



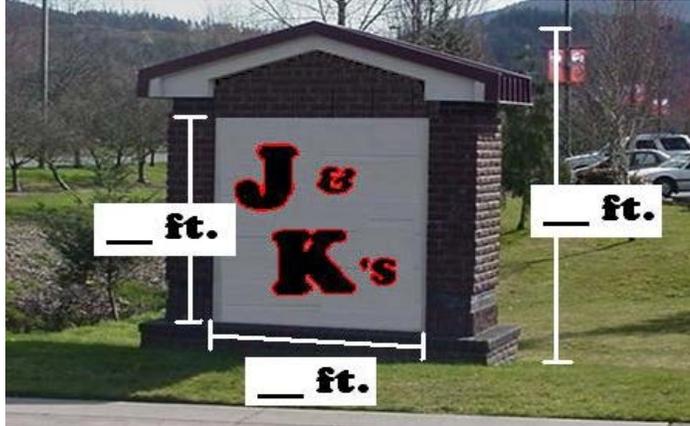
### 2. Storefront/Building Elevation:



**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*



**4. Additional Information:**

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