



**CITY OF POULSBO
PLANNING & BUILDING DEPARTMENT**

200 Moe Street NE | Poulsbo, WA 98370 | 360.394.9882 | www.cityofpoulsbo.com

Sandwich Board/A-board Sign Registration

Sandwich Board/A Board Sign Location:

Business Name: _____

Business Owner's name: _____

Business Physical Address: _____

Business Mailing Address: _____

Business Phone Number and Email: _____

Poulsbo Business License Number: _____

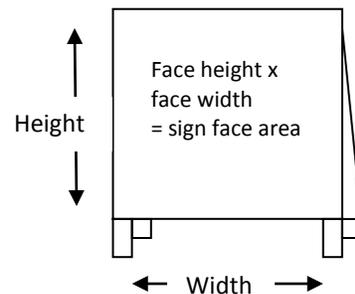
Sign Placement (check one):

- The sign will be located in the public right-of-way (public sidewalk, landscape strip, planting strip).
 - If in public right-of-way, have you signed and attached the hold harmless agreement?
- The sign will be located only on private property.
 - If on private property, you must have permission of the property owner to register this sign. Please initial: _____

Sign Dimensions:

Height of Sign? _____
(Max. height=4')

Width of Sign? _____
(Max. sign face = 6 sq. feet)



Number: One sandwich board sign is allowed per business.
Please initial: _____

Site Plan Requirements:

- Attach to this form, one copy of a site plan drawing, map or photograph that shows the sandwich board sign and its proposed location.

Materials:

Sandwich Board Sign is constructed of weather-resistant materials, are professionally lettered and neatly painted, and is constructed to avoid being blown, tipped or falling from its intended location.

Please initial: _____

Certification:

I the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. I hereby authorize City representative(s) to inspect my property Monday – Friday between the hours of 8:00 a.m. and 4:00 p.m. during this application process. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Applicant: _____

Signature

Printed Name

Date: _____

If you have any questions about sandwich board requirements, please contact the **Poulsbo Planning Department** at 360.394.9882 or planninginfo@cityofpoulsbo.com.

Staff Use Only:

Registration Date: _____ Approved by: _____

Issued Date: _____ Zoning District: _____

Input to Database Date: _____

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
SANDWICH BOARD SIGN LOCATED IN PUBLIC RIGHT-OF-WAY**

I, _____ (Applicant's Name), as owner of the business known as _____ (Name of Business), located at _____ (Business' Physical Address), places an Sandwich Board/A-Board Sign within public right-of-way at _____ (Location of Sandwich Board Sign Placement), do hereby agrees to defend, indemnify and hold harmless the City of Poulsbo, its employees and agents, from any and all claims of whatever nature for any loss, injury, damage, or attorneys fees which may arise from the use of or placement of the Sandwich Board/A-Board sign in public right-of-way as described in the sign permit registration form submitted herewith.

In the event the City of Poulsbo or its employees or agents bring an action to enforce the terms of the Agreement, the City of Poulsbo, its employees or agents are entitled to recover its/their attorneys fees and costs in such enforcement actions.

I have attached a copy of one of the following as proof of signing authority: Business License (sole proprietorship); Agreement naming signer (partnership); or Bylaws or Incorporation Documents (corporation).

Signature	Title	Date
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Please notarize the business owner's signature:

Notary Seal must be within box	STATE OF WASHINGTON) ss COUNTY OF KITSAP)
I certify that I know or have satisfactory evidence that _____ signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument.	
Notary Public in and for the State of Washington	
Notary (Print) _____	
My appointment expires: _____	
Dated: _____	