



# SANDWICH BOARD REGISTRATION

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
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For additional information Sandwich Board/A-Board Sign Registration, please refer to the [Sandwich Board Handout](#) and [Section 18.170.090](#) of the Poulsbo Municipal Code (PMC).

## BUSINESS INFORMATION:

Business Name:	Business Owner's Name:
Business Physical Address:	
Business Mailing Address:	
Business Email:	Phone Number:
Poulsbo Business License Number:	

## SIGN PLACEMENT AND DIMENSIONS:

Sign Location:	
Height of Sign (max = 4'):	
Width of Sign (max sign face = 6 sq.ft.):	
<p><b>Check ONE:</b></p> <p><input type="checkbox"/> The sign will be in the public right-of-way (ROW), such as public sidewalk, or landscape strip.          If in public ROW, have you signed the hold harmless agreement?</p> <p><input type="checkbox"/> 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: _____</p>	

## CERTIFICATION:

Number. One sandwich board is permitted per business. Please initial: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS:

Attach a site plan drawing, map, or photograph that shows the sandwich board sign and its proposed location.

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:**

Complete and notarize this form if the sandwich board sign will be located within public right-of-way and not on private property.

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 attorney's 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 attorney's 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:

**Please notarize the business owner's signature:**

STATE OF WASHINGTON)

) SS

COUNTY OF KITSAP )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington Residing at \_\_\_\_\_

\_\_\_\_\_  
Commission Expires \_\_\_\_\_

