

# City of Poulsbo

## Planning and Building Department

200 NE Moe Street, Poulsbo, Washington 98370

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## POULSBO SANDWICH BOARD SIGN PERMITTING FREQUENTLY ASKED QUESTIONS

### What is considered a sandwich board sign?

A sandwich board sign is considered a portable sign, typically in the shape of an inverted V, with two sign boards attached to each other at the top of the sign; also known as a sidewalk or A-frame sign.

### Why is a permit now required?

The Poulsbo City Council adopted new sandwich board sign standards in early 2013. The new standards were in response to the increasing number of sandwich board signs being placed throughout the city limits, often in unsafe places, and often for businesses not located in Poulsbo.

While the Poulsbo City Council strongly supports local businesses and their need for advertising and visibility, the Council determined that placing some limits on the number of sandwich board signs, as well as where the signs may be located, was beneficial to city aesthetics and the safety for Poulsbo citizens and visitors.

### Can I place a sign without a permit?

A permit is required for all sandwich board signs which will be on display more than 14 days in any calendar year. If the sandwich board sign is for a special event or other short-term announcement, of which will be less than total of 14 days in a calendar year, then a permit is not required.

### How do I get a permit?

The Poulsbo Planning Department will begin accepting sandwich board sign permit applications beginning November 1, 2013. Applications are available at Poulsbo's website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com), at the Planning and Building department link, or at the Poulsbo City Hall, 200 NE Moe Street. You can request an application be mailed or emailed to you, at (360) 394-9882 or [planninginfo@cityofpoulsbo.com](mailto:planninginfo@cityofpoulsbo.com).

The permit costs \$50 and is valid for one calendar year. Upon issuance, a permit sticker will be provided and will be affixed upon the sandwich board sign indicating that the sign has been approved by the City. The following information is necessary for a sandwich board sign permit application:

- Business contact information
- Property owner contact information
- Location of placement of sign
- Dimensions and description of the sign

### When do I get a permit?

Permits are valid for a year, and expire on December 31<sup>st</sup>. Applications for 2014 are accepted by the Poulsbo Planning Department beginning November 1<sup>st</sup>, 2013.

### **How many sandwich board signs can I use?**

One sandwich board sign is allowed for any business, organization or use.

### **Is there a size limitation?**

Yes, the signs shall not exceed 6 square feet per face and cannot exceed 4' in height. The sandwich board sign cannot be artificially increased above the allowed maximum height by elevating the sign off the ground level by any means.

### **Where can I put them?**

Sandwich board signs may be placed on-premises or off-premises, but cannot exceed the total number of signs allowed (one) per business, organization or use.

On-premise sandwich board signs are placed on property where the business, organization or use is located, or immediately adjacent to the business, use or organization.

Off-premise sandwich board signs are placed in locations away from the physical location of the business, use or organization; this includes being placed in the public right-of-way (i.e. along the side of a street).

Sandwich board signs cannot be placed in the following areas:

- City parks
- Private property without the property owner's consent
- Roads (including driving and bicycle lanes), traffic islands, medians or circles
- Building entrances, steps or driveway accesses
- In sight vision clearance triangle or within 5 feet of a wheelchair ramp
- Sidewalks, except within the Downtown-Front Street area, and only if the sidewalk has at least 5' of clearance at the sign location

### **Who can use a sandwich board sign?**

Only businesses or organizations located within the Poulsbo city limits who have a valid business licenses, may use sandwich board signs. Businesses or organizations not physically located and operated within the city limits are not allowed to place sandwich board signs within Poulsbo city limits.

### **When do I remove a sandwich board sign?**

Sandwich board signs may be displayed during the hours of 8 a.m. to 9 p.m. on days the business displaying the sign is open. Sandwich board signs shall be removed daily.

### **How should the sandwich boards signs be constructed?**

The sandwich board signs shall be constructed of weather-resistant materials, professionally lettered and neatly painted. The sign shall be constructed to avoid being blown, tipped or fall from its intended location. Signs shall remain in good condition, repaired and maintained as necessary.

### **Questions?**

Additional information is available at Poulsbo's website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com), at the Planning and Building department link, or contact the Poulsbo Planning Department at (360) 394-9882 or [planninginfo@cityofpoulsbo.com](mailto:planninginfo@cityofpoulsbo.com). For further information on the sandwich board sign regulations, you may find them at <http://www.codepublishing.com/wa/poulsbo> - click on Title 18 Zoning Ordinance, then click on Chapter 18.170 Signage, and scroll to 18.170.090 to view the sandwich board sign regulations.