



SANDWICH BOARD REGISTRATION

Planning and Economic Development Department
 200 NE Moe Street | Poulsbo, Washington 98370
 (360) 394-9748 | fax (360) 697-8269
 www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

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). There are no fees associated with this application. Submit by email to plan&econ@cityofpoulsbo.com.

BUSINESS INFORMATION:	
Business Name:	Business Owner's Name:
Business Physical Address:	
Business Mailing Address:	
Business Email:	Phone Number:
Poulsbo Business License Number (required):	
SIGN PLACEMENT AND DIMENSIONS:	
Proposed Sign Location:	
Height of Sign (max = 4'):	
Width of Sign (max sign face = 6 sq.ft.):	
Check ONE: <input type="checkbox"/> The sign will be in the public right-of-way (ROW), such as public sidewalk, or landscape strip. <i>If in public ROW, sign the hold harmless agreement on page 2 and obtain a notary stamp</i> <input type="checkbox"/> The sign will be located only on private property. <i>If on private property, fill out the Business Owner Certification and Skip the second page of this document.</i>	
BUSINESS OWNER 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.	
Business Owner Printed Name:	
Business Owner Signature:	Date:

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT AND NOTARIZATION:

Complete this section 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 _____

