



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.):	
Off-premises signs are not permitted. Please initial: _____	
One sandwich board sign per street frontage (not to exceed two total) is permitted. Please initial: _____	
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: _____	
BUSINESS OWNER CERTIFICATION:	
<p>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.</p>	
Business Owner Printed Name:	
Business Owner Signature:	Date:

PROPERTY OWNER NOTARIZATION:

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 _____

