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SUBMITTAL REQUIREMENTS

CITY CENTER SIGN REGULATION MODIFICATION

Planning Division

1055 South Grady Way-Renton, WA 98057
Phone: 425-430-7200 | www.rentonwa.gov

PURPOSE: A modification is a means by which an applicant may request to modify a Code requirement when there are practical difficulties involved in carrying *any* of the provisions of the City Center Sign Regulations when a special individual reason makes the strict letter of the Code impractical.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION SCREENING: Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and 4:00 p.m. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7200 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments must be folded 8 ½" by 11"

APPLICATION MATERIALS:

- 1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **5 copies** of the written summary provided to you.

- 2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.

- 3. **Land Use Permit Master Application Form:** Please provide the original plus **4 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.

- 4. **Fees:** The application must be accompanied by the required application fee (see [Fee Schedule](#)). Please call 425-430-7200 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.

- 5. **Project Narrative:** Please provide **5 copies** of a clear and concise description and summary of the proposed project, including the following:
 - Business name, size, number, height and locations of proposed sign(s);
 - Note any existing signage to remain

- 6. **Justification for the Modification Request:** Please provide **5 copies** of a written justification for the modification request. The Burden of proof as to the appropriateness of the application lies with the applicant. Please submit a written statement addressing and justifying how the modification request complies with each of the following issues to be considered by the Administrator:
 - a. **Authority and Purpose:** The Administrator may grant a modification from the sign standards for individual signs which do not meet the specific provisions of the City Center sign standards when the proposed sign is intended to accomplish one of the following purposes:
 - i. Respond to the needs of the public in locating a business establishment; or
 - ii. Assist business in contributing to the economic well-being of the community; or
 - iii. Install a sign that is considered to be historic or of historic value by the advertising industry or a recognized historic preservation organization, provided that such entity was not involved in the use, design or production of the proposed sign; or
 - iv. Result in a reduction of signs on a site; or
 - v. Result in a reduction in the number of freestanding or ground signs otherwise allowed; or

- vi. Result in a coordinated sign plan for a multi-tenant building or a multiple building complex.
- b. **Review Criteria:** If the Administrator determines that the intent of the proposed sign accomplishes one of the above purposes, he may grant a modification request provided the proposed sign also meets all of the following criteria:
 - i. The modification will not create a significant adverse impact to other property or improvements in the immediate vicinity of the subject property; and
 - ii. The modification will not increase the number of signs allowed by the City Center sign regulations; and
 - iii. The modification will not increase the allowed height or area of any wall, projecting, awning/canopy/marquee/traditional marquee, or secondary sign by more than twenty five percent (25%); and
 - iv. The modification will not increase the allowed height or area of any freestanding or ground sign; and
 - v. The modification does not create a public safety hazard

7. **Neighborhood Detail Map:** Please provide **5 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

8. **Site Plan:** Please provide **5 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet.

The Site Plan should show the following:

- Name of proposed project
- Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
- Drawing of the subject property with all property lines dimensioned and names of adjacent streets
- For projecting signs, location of all existing public improvements including, but

not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage

- Location and dimensions of existing (to remain) and proposed:
 1. Signs, including setbacks from all lot lines
 2. lot lines
- Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
- For projects near the Cedar River, ordinary high water mark and distance to closest area of work for any project located within 200-feet of the river.

9. **Architectural Elevations:** Please provide **5 copies**, for *each* sign face (N,S,E,W), of a 24" x 36" fully-dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Planning Division). The plans must clearly indicate the following:

- Identify sign elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
- Existing and proposed ground elevations
- Existing average grade level underneath proposed structure
- Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
- Sign materials, colors and architectural design

10. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing 425-793-5474, Apperson Print Resources 425-251-1850, and PIP Printing 425-226-9656. Nearby print shops are Digital Reprographics 425-882-2600 in Bellevue, Litho Design 206-574-3000 and Reprographics NW/Ford Graphics 206-624-2040.

11. **Digital Copy:** Please provide a digital copy of each of the submittal items; this can be submitted either on a CD, a USB portable (flash/hard) drive, other device or pathway as approved by your assigned project manager.

All Plans and Attachments must be folded to 8½” by 11”

REVIEW PROCESS: The Administrator will review your request for modification and issue a written decision within several weeks. A public hearing is not required unless there is an appeal filed.