



CITY OF TUKWILA

Department of Community Development
6300 Southcenter Boulevard, Tukwila, WA 98188
Telephone: (206) 431-3670

PUBLIC NOTICE SIGN SPECIFICATIONS

Public notice signs are intended to make the public aware of land use and development actions which are being considered by the City in order to facilitate timely and effective public participation in the review process. The notice board must remain on the site from 14 days after the date of the Notice of Application until the expiration of the appeal period.

Applicant Coordination of Sign Process

The applicant shall manage the process for installing signs meeting the following criteria. The signs may be obtained from and installed by any professional sign company. Hand lettered signs are not acceptable. The applicant will be responsible for reinstalling the sign if it is made illegible, removed or otherwise destroyed prior to the date of the final Public Hearing or final action by the City of Tukwila. Failure to maintain the Notice Board in good condition is cause for the discontinuance of the review of the application until the Notice Board is replaced and remains in place for a specified time period, see **Figure 1**. The applicant is also responsible for removing the sign at the end of the posting period.

Sign Size and Placement

Signs will be 1-sided (single-faced) and made of 48" x 48" MDO (paper-coated plywood), primed and painted with outdoor sign paint. Signs may be reused but they must be clean and show no evidence of former wording. The main body of the text and graphics will be screen printed or painted on the Sign, see **Figure 2** for details. The changeable portion of the text (permit action, project name and file number) will be done in vinyl letters or silk screened on the sign. The posts will be 4" x 4" x 96" treated wood posts and the top of the sign will be 7 to 9 feet above grade. Sign will be mounted to the posts with galvanized brackets. Signs may also be attached to buildings or fences onsite if they meet the visibility requirements set forth in **Figure 2**.

Unless specifically directed by the City, applicant will locate each sign on the property parallel to and set back 5 feet from the public right of way or private road easement. The sign must be placed within the center two-thirds of the property frontage unless indicated otherwise by the City. The sign must be located to assure visibility from the public right of way or private road easement. The sign may not be located in the clear vision triangle, see **Figure 2**.

The applicant must fabricate, install the sign and email a notarized "Affidavit of Installation" with a photo of the installed sign to the City at Planning@TukwilaWA.gov in order to start the public comment period.

Removal of Sign

The sign must be removed within 7 calendar days of the end of the appeal period of the land use decision, unless an appeal is filed. If an appeal of the land use action is filed the sign must remain in place until after the appeal hearing, see **Figure 1**.

AFFIDAVIT OF INSTALLATION AND POSTING OF PUBLIC INFORMATION SIGN(S)

I _____ (PRINT NAME) understand that Section 18.104.110 of the Tukwila Municipal Code requires me to post the property no later than fourteen (14) days following the issuance of the Notice of Completeness.

I certify that on _____ (DATE) the Public Notice Board(s) in accordance with Section 18.104.110 and the other applicable guidelines were posted on the property located at _____ (ADDRESS) so as to be clearly seen from each right-of-way primary vehicular access to the property for application file number _____.

I herewith authorize the City of Tukwila or its representative to remove and immediately dispose of the sign at the property owner's expense, if not removed in a timely manner or within fourteen (14) days of a Notice letter.

Applicant or Project Manager's Signature

Figure 1: On-Site Posting Periods

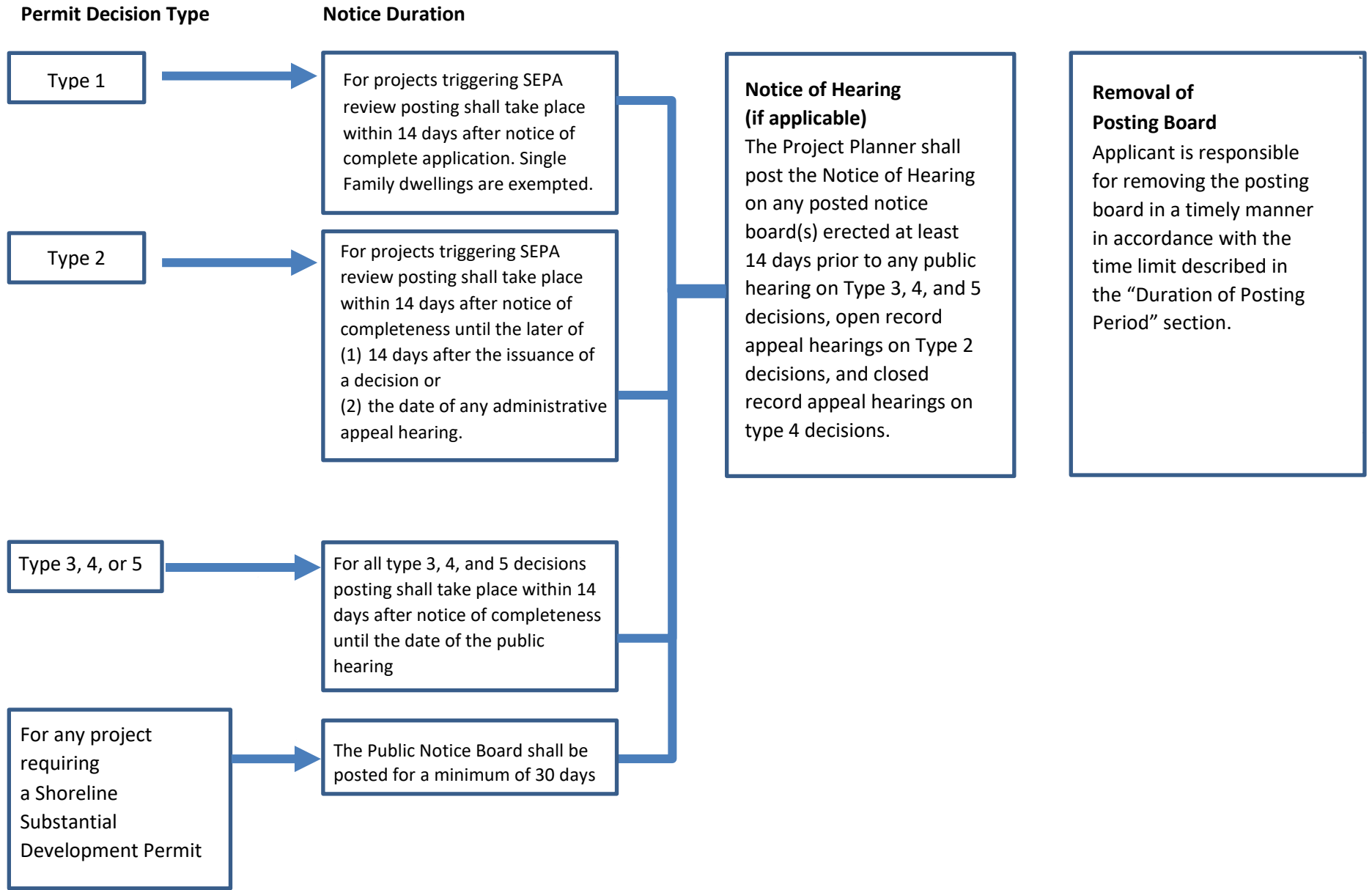
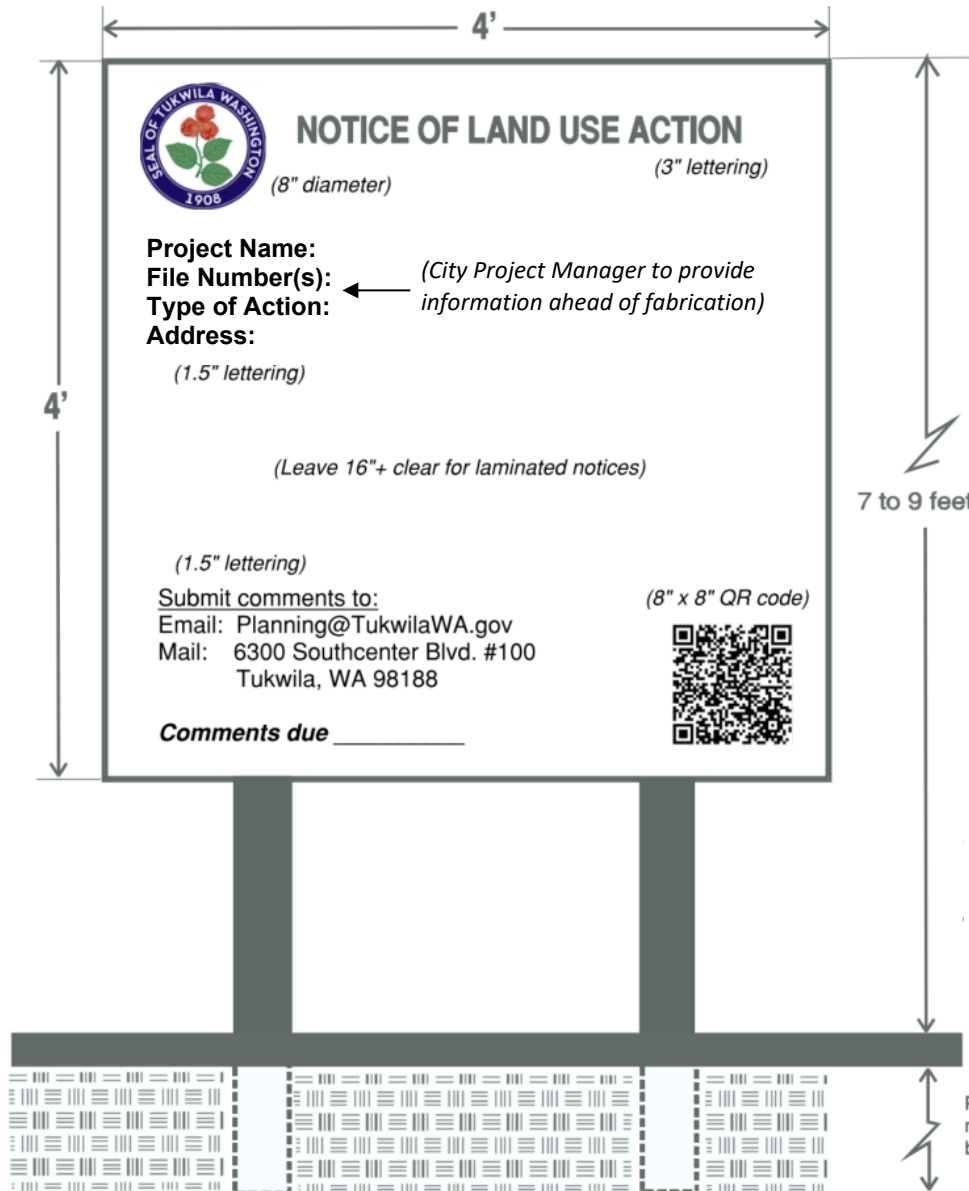


Figure 2: Public Notice Board Template



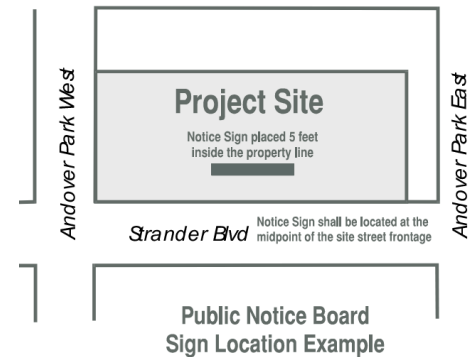
Top of Notice Sign shall be 7' to 9' above grade

Sign Materials

Use 4'x4'x12' Post
Use 4'x4' Plywood
Use 1/2" x 3" Galv. Lag Bolts w/washers

Sign Lettering

Use Helvetica Lettering
Black Lettering on White Background for all but the Board Title
Red Lettering on White Background for the Board Title "Notice of Land Use Action"
Logo 8 inch diameter



**REQUIRED CLEAR VISION AREA
NO SIGNAGE ALLOWED**

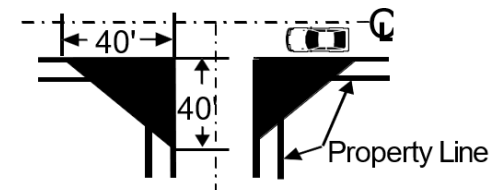


Figure 3: City of Tukwila Logo



Figure 4: Public Notice QR Code

