



**CITY OF SHELTON**  
**Department of Community Development**  
525 W Cota Street, Shelton, WA 98584  
(360) 426-9731

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**SIDEWALK AND SANDWICH BOARD  
SIGN PERMIT APPLICATION**

One Sandwich Board Sign per business shall be allowed. The sandwich board sign must be placed at the nearest public right-of-way at the point nearest the subject property. Only commercial uses within the Commercial/Residential-Valley (CR-V), Commercial/Residential-Goose Lake (CR-G), Low Intensity-Commercial (LI-C), Downtown (DT), and General Commercial (GC) zones are permitted sidewalk or sandwich board signs. An annual permit shall be obtained from the City upon application for permit and payment of the applicable permit fee. The permit may be renewed yearly upon application to the City of Shelton, Department of Community and Economic Development.

**Sidewalk or sandwich board signs are subject to the following requirements outlined on Page Two.**

Name of Business: \_\_\_\_\_

Site Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(If different than above)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Registration Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Description of Sign: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Sign Text: \_\_\_\_\_

Materials of construction: \_\_\_\_\_

**NOTE: Submit a drawing of the sign and a site plan showing location of sign, with measurement to building entrance.**

Sandwich board signs shall meet the following requirements:

- ◆ Signs shall be located next to the curb edge of a sidewalk in such a manner so as not to interfere with the opening of car doors, bus stops, loading zones, or pedestrian traffic.
- ◆ Signs shall be displayed during business hours only.
- ◆ An annual permit shall be obtained from the City upon application for permit and payment of the applicable permit fee. The permit may be renewed yearly upon application to the City. An owner of a sidewalk, sandwich board/A-frame sign shall assume liability for any damage resulting from the use of said sign and shall provide the city with an Indemnification/Hold Harmless Agreement holding the city harmless for such resulting loss.
- ◆ Evidence of insurance for property damage and personal liability in the amount (identified below) required by the City shall be provided with the sign permit application. The permit shall be considered invalid if the insurance is cancelled for any reason.
- ◆ Insurance Limits: The applicant shall provide a certificate of insurance evidencing: General Liability insurance covering premises. The City shall be named as an insured on Applicant's General Liability insurance policy. The General Liability insurance shall be written with limits no less an \$1,000,000 each occurrence, \$2,000,000 general aggregate (note: general aggregate may be waived at the discretion of the City of Shelton). The insurance policy shall contain or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance as respect to the City. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- ◆ No such sign shall be located so as to create a traffic safety hazard by interfering with the vision of drivers entering or leaving the premises;
- ◆ Sandwich board signs shall be displayed on the sidewalk or right-of-way edge directly in front of the advertised business only and within ten (10) feet of the building entrance for the business. Sidewalk, sandwich board/A-frame signs shall not be displayed on corners.
- ◆ Sandwich board signs shall be limited to a maximum area of eight (8)square feet each side and a maximum height of forty-two (42) inches.
- ◆ Sandwich board signs shall be permanently painted, of reasonable aesthetic quality, and contain no moving parts or changeable copy. Sidewalk, sandwich board/A-frame Signs shall not be illuminated.

After thirty days written notice of violation of this section, the city may remove illegal sandwich board signs.

OFFICE USE ONLY	
Permit Fee:	_____
Receipt Number:	_____
Issue Date:	_____
Approved By	_____ Date _____

**Sign Permit  
Required Indemnification/Hold Harmless**

This release is executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between \_\_\_\_\_ a business operating within the City of Shelton, County of Mason, State of Washington, (Business), and the CITY OF SHELTON, a municipal corporation operating under the laws of the State of Washington, (City).

WHEREAS, the City permits sandwich board signs within the Shelton city limits specifically to benefit business owners whose storefront is not visible from the public right of way; and

WHEREAS, the Business will materially benefit by the use and display of a sign on the City's property (public right-of-way), as is authorized by Shelton Municipal Code 20.38; and

WHEREAS, it will be necessary to place said sign in the pedestrian right-of-way on a portion of City-owned property located at \_\_\_\_\_, in the City of Shelton, County of Mason, and State of Washington;

NOW, therefore, it is agreed as follows:

**In consideration of the benefit the Business derives from the display and use of said sign, the Business agrees to defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the use and display of said sign. This release and hold harmless shall inure to the benefit of City and shall bind the Business and all heirs, legal representatives, assigns, and successors in interest to such Business.**

**The business will provide proof of insurance attached to this document as is required by the permit application.**

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Printed Name