



**CITY OF KIRKLAND**  
**PLANNING & COMMUNITY DEVELOPMENT**  
**123 5<sup>th</sup> Avenue, Kirkland, WA 98033**  
**425.587.3225      www.ci.kirkland.wa.us**

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## **PUBLIC NOTICE SIGNS**

READ COMPLETELY AND CAREFULLY

Most zoning, subdivision, short subdivision, substantial development permit, and street, alley and easement vacation applications require that the applicant erect a public notice sign(s) on or near the subject property. The following permits **do not** require a sign:

- a) Administrative Design Review, or
- b) Master Sign Plans.

For all zoning, subdivision, and shoreline permit applications, the sign(s) must be erected before a determination of completeness can be issued.

**Failure to have the sign(s) in place by the deadline time will result in a delay of permit processing and additional charges to re-notice the application.**

### **POSTING THE SIGN**

1. Your Planner will help you determine the number of signs required and where to place them. See the back of this page for specific details concerning your project's Public Notice Sign.

Number of Signs Required: \_\_\_\_\_

Placement of signs: \_\_\_\_\_

2. Obtain the appropriate number of public notice signs, designed according to the size and specifications shown on the reverse side.
3. Erect the sign(s) by solidly setting the posts 36 inches into the ground. The sign(s) must be placed in a location clearly visible and accessible from the adjacent right(s)-of-way.
4. On the same day that the sign(s) is erected, contact the planner assigned to your project to approve the location of the sign(s), or call (425) 587-3225.
5. The signs shall remain in place until you have received written authorization from the Planning Department.

### **REMOVING SIGN AFTER THE FINAL DECISION ON THE APPLICATION**

Remove the sign(s) from the site within seven (7) calendar days after receiving written authorization from the Planning Department.

# City of Kirkland Public Notice Sign Specifications

Information for Sign Companies : A full-size digital file is available to produce the sign.  
Call the Planning Department at 425.587.3225.

