



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**SIGN PROGRAM REVIEW**

**An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June, 2006**.

\*Applicant shall check each box below to confirm the item is included in the application.  
A Sign Review Permit application packet shall include the following:

- 1. Completed General Application Form and required application filing fee.
- 2. Completed SEPA/CAO Fee Worksheet.
- 3. Eleven (11) copies of detailed sign program criteria shall be submitted for review.
- 4. Eleven (11) copies of elevations showing existing and proposed signs including dimensions, copy materials, building facade and dimensions for building mounted signs and other information to illustrate the proposal. Photos of building elevations are required if the building(s) have been constructed.
- 5. Eleven (11) copies of a site plan is required for freestanding signs showing existing and proposed signs with setbacks and other pertinent dimensions. For freestanding signs, provide information that shows the relationship of the sign to setback, right-of-way and easement lines. If utilities lie within these easements, they should also be identified.
- 6. Indicate on elevation/site plan drawings if the signs are to be illuminated.
- 7. Indicate proposed colors by providing colored elevations and paint color chips (minimum of 4"x 4").
- 8. Indicate owner has reviewed and approved proposed sign for multiple building/tenant complexes and/or where there is an approved sign program.

**Please note that additional information may be required for complete review of your proposal. You will be notified if additional information is necessary.**