



Development Services Department
permits@wallawalla.gov
(509) 524-4710

SIDEWALK SIGN PERMIT APPLICATION

Application fee of \$110 due upon submittal

Site Address: _____ Parcel # _____
Applicant Name: _____
Phone: _____ E-mail address: _____
Mailing Address: _____
Property Owner: _____
Business Owner Name: _____
Business Name: _____
Phone: _____ E-mail address: _____
Mailing Address: _____

Required Documents:

Color drawing of proposed sign.

Insurance certificate for the business owner naming the City of Walla Walla as additional insured for placement of a sidewalk sign in the right of way. The policy must be for a minimum of \$1,000,000 per occurrence.

Provide full legal names of property owner and business owner for the Hold Harmless Agreement.

I certify, by checking this box and printing my name below, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit. I understand that this application is not deemed filed until fees are paid.

Printed Name of _____ Date: _____
Property Owner, Owner's Authorized Agent, OR Contractor

SIDEWALK SIGN REQUIREMENTS

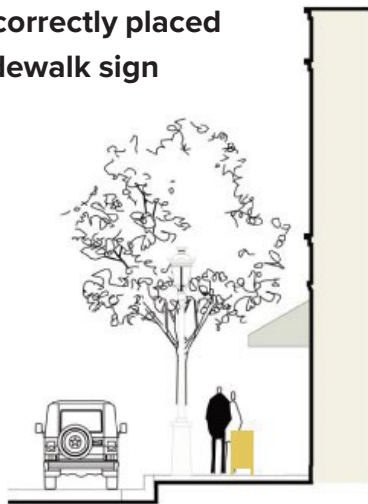
Portable signs, including sidewalk signs, within the Central Commercial Zone are permitted as an accessory use to an approved principal use. One portable sign is allowed per business per street frontage. The total square footage of portable signs per business is 16 square feet (8 sf per side).

To comply with the sidewalk sign requirements, an applicant must complete the following items:

- Complete a Sidewalk Sign Application and payment of the application fee.
- Provide legal names of business owner(s) and property owner(s) (if different). A Hold Harmless Agreement will be prepared by the Development Services Department for notarized signature by business owner(s) and property owner(s).
- Business owner shall provide a Certificate of Liability from their insurance company. The certificate amount shall be \$1,000,000 per occurrence and names the City of Walla Walla as additional insured; description shall state **“City of Walla Walla is listed as additional insured for placement of a sidewalk sign in the public right-of-way”**.
- All sidewalk signs shall comply with the requirements in Section 20.204.140, Portable Signs of the Walla Walla Municipal Code.
- Provide a color picture/pdf of the sign showing the sign dimensions and construction material.

Failure to follow the code in the size or placement of the sign or to provide ongoing proof insurance will result in the removal of your sign and revocation of your permit.

**Incorrectly placed
sidewalk sign**



**Correctly placed
sidewalk sign**



HOLD HARMLESS AGREEMENT

WHEREAS, _____, property owner, and _____, business owner, have applied to the City of Walla Walla for permission to place a sidewalk sign in the public right-of-way, at _____.

WHEREAS, the terms outlined by the City of Walla Walla are acceptable to _____, property owner and _____, business owner.

NOW THEREFORE, in consideration of the City's agreement to permit _____, property owner and _____, business owner agree to the following:

1. To comply with the terms of any conditions imposed by the City regarding the location, placement and securing of said signs as provided in Chapter 20.204 of the Walla Walla Municipal Code.

2. To remove said sidewalk sign, if, in the opinion of City Officials, the placement of said sidewalk sign poses any nuisance or hazard to the public. If such removal is required, the undersigned agrees to bear all costs and expenses incurred thereby, and will make no claim against the City of Walla Walla for any of said expense.

3. _____, property owner and _____, business owner, their agents, servants, employees, officials, members, guests, invitees, customers or patrons coming upon or using the sidewalks where said temporary signs are placed or used, agree to pay, save and hold harmless the City of Walla Walla, a municipal corporation, and its agents, servants, employees and officials from any and all liability or claims for damages arising or alleged to arise out of the use of city sidewalks for the placement of signs, and does further agree to defend and to pay the expenses of any suit or action which may be commenced against the City of Walla Walla, its agents, servants, employees and officials by any third person alleging any injury or damage arising out of the use or placement of said sidewalk sign on the public right-of-way as above set forth.

DATE THIS _____ day of _____,

STATE OF WASHINGTON)
) ss
County of Walla Walla)

I, the undersigned Notary Public, in and for the State and County, do hereby certify that I know or have satisfactory evidence that _____ is the person who appeared before me and is the owner of _____

and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____
(Seal or Stamp)

(Signature)

My appointment expires _____

STATE OF WASHINGTON)
) ss
County of Walla Walla)

I, the undersigned Notary Public, in and for the State and County, do hereby certify that I know or have satisfactory evidence that _____ is the person who appeared before me and is the business owner of _____

and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____
(Seal or Stamp)

(Signature)

My appointment expires _____

MUNICIPAL CODE

20.204.140 Portable signs.

A. Location Requirements.

1. Central Commercial District. Portable signs may be placed on the sidewalk in front of a business in the Central Commercial District zone as described by the City of Walla Walla Zone Code Map. The sign shall be located within the area bounded by the curb and the extended lines of the building face, and shall be placed so that reasonable pedestrian flow is maintained. Signs shall not interfere with access to fire hydrants, street benches, trash receptacles or other street furniture.

Both the property owner and the business owner must execute a Hold Harmless Agreement, and any other surety deemed necessary by the City, before a portable sign may be placed on the sidewalk or on any other public right-of-way.

2. Other Zones When Permitted by Sections 20.204.230 Through 20.204.300. All portable signs located in districts other than the Central Commercial District must be displayed entirely on private property and meet all other applicable standards of this Code.

B. Number of Signs. No business or other approved use shall display more than one portable sign.

C. Hours of Placement. Sidewalk signs shall be displayed only during operating hours of the business or other approved use.

D. Materials and Design Standards.

1. Portable signs shall be made of plywood, dimension lumber, plastic, Masonite or similar weather resistant material. They shall be constructed so that they do not present sharp edges or protrusions which would present a hazard to pedestrians. Sidewalk signs shall not be electrified and shall not have any mechanical or moving parts.
2. Any portable sign shall have a maximum display surface of eight (8) square feet per side and shall in no case exceed a total of sixteen (16) square feet, all sides. (Ord. 2003-2 § 3 (part), 2003).