

# DPD

# Director's Rule 29-2006

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| <b>Applicant:</b><br><br>City of Seattle<br>Department of Planning and<br>Development | <b>Page</b><br><br>1 of 7  | <b>Supersedes:</b><br><br>14-97,<br>Draft 12-2000 |
|   | <b>Publication:</b><br><br>9/29/06   | <b>Effective:</b><br><br>12/1/06                  |
| <b>Subject:</b><br><br>Environmental Review Sign                                      | <b>Code and Section Reference:</b><br><br>SMC 23.76.012, 23.76.042,<br>and 23.84.036 |   |
|   | <b>Type of Rule:</b><br><br>Code Interpretation                                      |   |
|   | <b>Ordinance Authority:</b><br><br>SMC 3.06.040                                      |   |
| <b>Index:</b><br><br>Land Use Code  | <b>Approved</b><br><br>(signature on file)<br>Diane M. Sugimura, Director, DPD       | <b>Date</b><br><br>11/20/06                       |

## Background

Title 23, *Land Use Code*, of the Seattle Municipal Code includes provisions for public notice of project applications in Sections 23.76.012 and 23.76.042 of the Master Use Permit Chapter, including detailed information about the "types of notice required" and "contents of notice." For applications subject to environmental review, an applicant must post an environmental review sign. The purpose of these signs is to provide notice to the general public about key elements of the application under consideration, and invite public comment about the project.

This rule sets forth standards and procedures to assure that the environmental review sign provides an effective form of public notice.

## **Rule**

An application that requires an environmental review sign is not considered complete until the sign is installed. The required environmental review sign shall be installed by the applicant at the direction of the Department of Planning and Development.

When DPD is informed by the applicant that the environmental review sign is installed, public notice will be given by DPD staff.

After sixty days from the application date, an application requiring posting of an environmental review sign may be canceled if DPD has not received the required notification that the sign has been installed.

## **Sign Size and Text Specifications**

The environmental review sign shall be four (4) feet by eight (8) feet in size and constructed to the specifications described in Attachment A and below. The sign shall display the information shown in Attachment A.

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| <b>Lettering Style:</b>                   | <b>Helvetica or similar standard typeface.</b>  |
| <b>Lettering Style:</b>                   | <b>3-inch capital letters for the title<br/>(NOTICE OF PROPOSED LAND USE ACTION)</b>  |
|   | <b>2-inch capital letters for the proposal description.<br/>Department staff may authorize variation in lettering size<br/>to accommodate text.</b> |
|   | <b>All other letters shall be 1.5-inch upper and lower<br/>case.</b>  |
| <b>Lettering and<br/>Plot Plan Color:</b> | <b>Black (Permanent Ink or Overlay)</b>   |
| <b>Background Color:</b>                  | <b>White</b>  |
| <b>Plot Plan:</b>                         | <b>3 feet by 3 feet</b>   |

- Professionally prepared plastic sign overlays permanently affixed to the board are permitted.
- Sign boards may be reused but they must be clean and show no evidence of former working or drawings.
- The specific text to be put on the sign shall be determined by DPD staff and will be reviewed by the applicant during the application intake appointment.
- The date lines after "End of comment period:" and "Comment period may be extended by written request until:" shall be left blank. DPD staff will post the comment period information when performing their field inspection of the sign.

## **Specifications for Plot Plan Illustrating Project or Proposal Location**

### **Applications with Proposed Structures**

For applications with proposed structures, a plot plan of the property and project shall be included on the sign in the space indicated on Attachment A. The copy of the plot plan proposed to be printed on the environmental sign must be submitted at the application intake appointment. The plot plan shall be outlined in bold line so that its location is clearly identified in relation to the property lines. The plot plan shall provide the following information:

- Names of all adjacent streets and bodies of water;
- Location of any alleys;
- Footprint of the total building (with new construction cross-hatched). The footprint shall be outlined in a bold line so that its location is clearly identified in relation to the property lines;
- Vehicular access, circulation, and surface parking;
- North arrow;
- Drawing scaled to fill the space available and oriented to viewer's perspective; and
- Property lines.

### **Applications without Proposed Structures (e.g., rezones, subdivisions)**

For applications without proposed structures, a site location map shall be included on the sign in the space indicated on Attachment A. The copy of the site location map proposed to be printed on the environmental sign must be submitted at the application intake appointment. The site location map shall provide the following information:

- Names of all adjacent streets and bodies of water;
- Location of any alleys;
- The site area outlined in bold line or cross-hatched to clearly identify the boundaries of the proposal;
- North arrow;
- Drawing scaled to fill the space provided;
- Property lines; and
- Location of existing structures.

## **Standards for Locating and Installing the Environmental Review Sign**

Environmental review signs shall be installed by the applicant according to the specifications shown in Attachment B. These signs shall be located:

- At the midpoint on the street frontage from which the site is addressed or as otherwise directed by DPD staff;
- On the property, ten (10) feet back from the property line; signs structurally attached to an existing building shall be exempt from the setback requirement, provided that no sign is located further than ten (10) feet from the property line without approval from DPD staff;

- So that the top of the sign is between seven (7) to nine (9) feet above grade;
- So that it can be easily read from the adjacent street and/or sidewalk; and
- So that it is easily accessible for posting of comment period dates by DPD staff.

### **Installation Notification**

To notify DPD that the environmental review sign has been installed, the applicant shall complete the Environmental Review Sign Installation Notification (Attachment C) and return it to DPD. The notification can be sent via mail or fax (206-233-7901) or delivered in person. Notification also may be submitted electronically through the online form at

<http://web6.seattle.gov/dpd/LUSigns/Default.aspx>.

When the notification has been received by DPD, notice of application will be published in the Land Use Information Bulletin.

The date of publication begins the required 14-day comment period. On or before the date of publication, DPD staff will post the date of the end of the comment period, and its extension date, in the space provided on the sign (see Attachment A).

If, upon field inspection, it is determined that the sign does not meet the requirements of this Director's Rule, the application will need to be renoticed once the corrections are made, resulting in possible delays to the review process. Renotice fees will be charged to the application per the fee ordinance.

### **Maintenance and Removal of the Environmental Review Sign**

#### **Maintenance**

The applicant shall maintain the environmental review sign in good condition until the final decision on the application. If the environmental review sign is removed or defaced before the final decision, DPD review of the project or proposal may be discontinued until the sign is replaced and has remained in place for a reasonable period of time. DPD also may give additional published notice and require an additional comment period. If a sign is defaced or removed, it shall be replaced by the applicant. Renotice fees will be charged to the applicant.

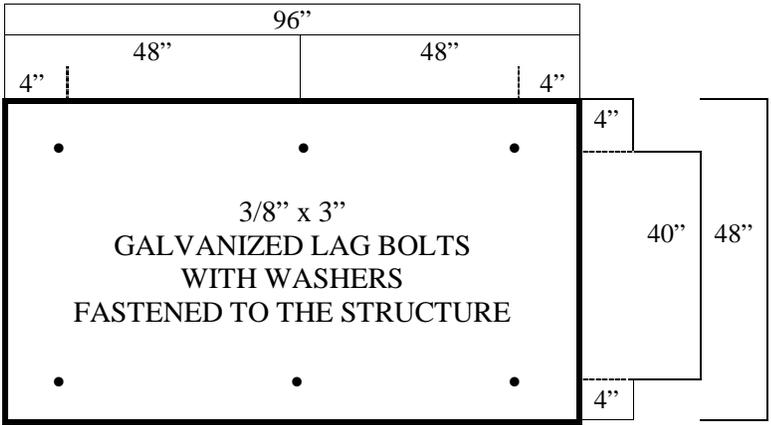
#### **Removal**

It is the applicant's responsibility to remove the environmental sign at the following times, as applicable:

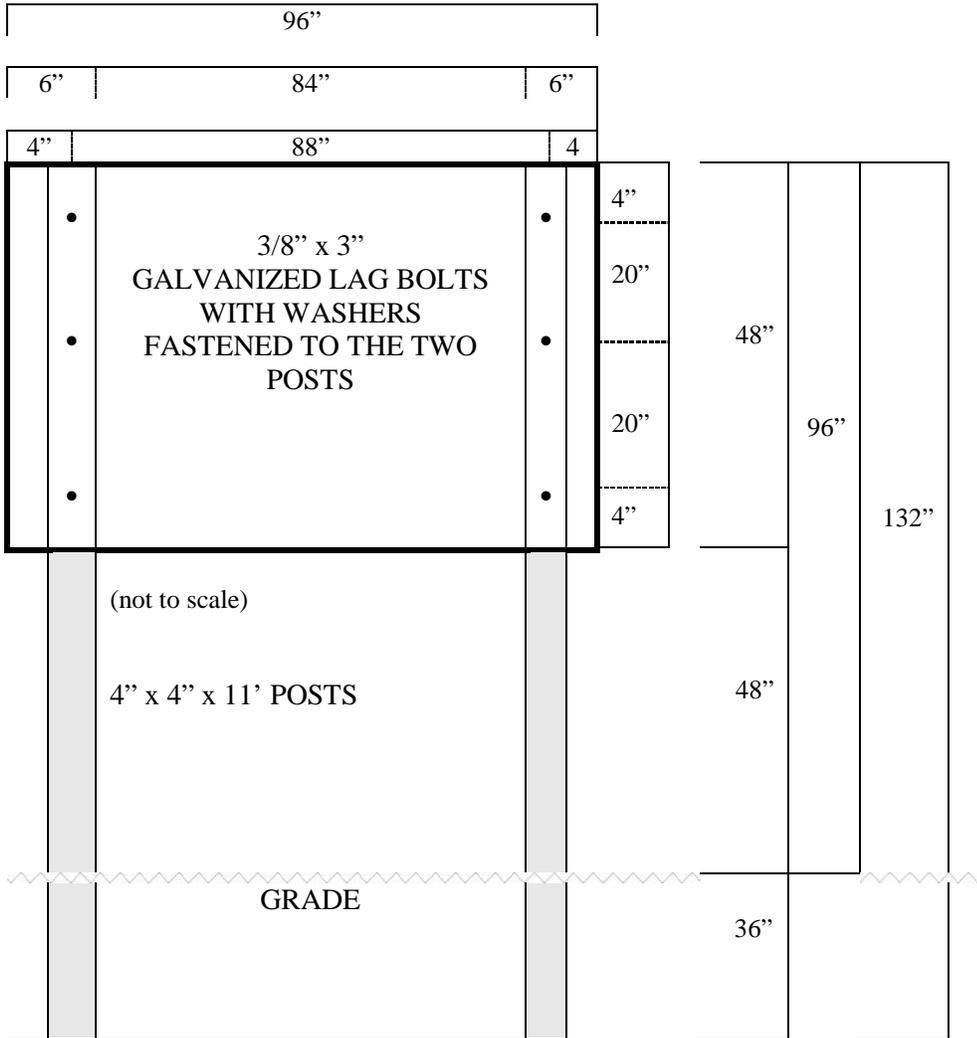
- Fourteen (14) days after the Director's decision has been issued (twenty-one (21) days after receipt of the shoreline packet by DOE) and no appeal has been filed or the project is withdrawn or canceled;
- If the Director's decision has been appealed, the day after the appeal is resolved by either the Hearing Examiner or City Council; or
- If the decision is made by the City Council, the day after final City Council action on the proposal.



**ATTACHMENT B**



(not to scale)



Department of Planning and Development (DPD)  
Public Resource Center  
700 5<sup>th</sup> Avenue, Suite 2000  
P.O. Box 34019  
Seattle, WA 98124-3019

Phone: 206-684-8467  
Fax: 206-233-7901

**ENVIRONMENTAL SIGN INSTALLATION NOTIFICATION**

**DPD Project Number:** \_\_\_\_\_

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

**Date of Sign Installation:** \_\_\_\_\_

\_\_\_\_\_ The Environmental Sign is installed at the location determined at the intake appointment with DPD.

\_\_\_\_\_ The Environmental Sign is installed at an alternate location on the site. (In the event that this alternate location is not acceptable to the Department, the Department may require the sign to be moved and the application re-noticed. The applicant will be charged for re-noticing the application.)

The alternative location is: \_\_\_\_\_

Upon receipt of this notification, the application will be considered “complete,” DPD will schedule the application for notice, and the comment period will begin. Failure to install the environmental sign and return this form to DPD within 60 days of application submittal may result in a notice of intent to cancel.

This notification must be returned to DPD either: in person, by fax, by mail, or electronically (by going to the Land Use forms on the DPD website).