

# A-Frame Temporary Sign Agreement

**Sign Permit Number:** \_\_\_\_\_ **(filled in by City Staff)**

The following temporary sign is allowed without a permit when sized and placed in accordance with the Issaquah Sign Code ([Chapter 18.612](#)), as summarized in and documented by this Temporary Sign Agreement.

Please note that this A-Frame Temporary Sign Agreement is only valid for one year and a business may have only one A-frame sign at a time. The sign must be within 20 feet of the primary pedestrian entrance for the business unless placement requirements outlined below are met.

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**Applicant Name:** \_\_\_\_\_

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

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

**Business Name:** \_\_\_\_\_

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

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

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## I acknowledge and affirm compliance with the following:

An A-Frame Sign must be placed in conformance with [Issaquah Municipal Code \(IMC\) 18.612 Article IV](#):

- The temporary sign will be removed within 365 days. Or, until the applicant submits a new Temporary Sign Agreement and receives a new Sign Permit Number prior to the expiration of this agreement.
- There is no more than one A-frame Sign for the business or service.
- The A-frame may be no greater than 6 square feet in size and no greater than 4 feet in height.
- The sign will be placed consistent with the placement requirements:
  - *On-site:* Be placed on-site directly in front of or adjacent to the sponsoring business and not in front of another business. It must not be farther than 20 feet from the primary public pedestrian entrance to the business, unless an alternate location is approved in writing by the City of Issaquah.
  - *In Right-of-Way (ROW):* Only if the business or services meets the following criteria may the sign be placed in the ROW:
    - The business or building is so close to the ROW that there is insufficient space to the A-frame on-site and within 20 ft of the primary public pedestrian entrance to the business.
    - The business is not within 20 ft of the ROW and a sign placed on-site and no more than 20 feet from the business' primary public pedestrian entrance does not have a sightline from the sign to the ROW.
 If these criteria are met, a sign may be in the ROW but no further than 50 feet from the business' primary entrance. The sign must be located the shortest distance between the sign and the entrance to the site or with a sightline to the business' primary entrance, unless an alternate location is approved in writing by the City of Issaquah.
- The proposed A-frame is allowed in the location indicated. A-frames are allowed with non-residential and multi-family uses.
- The sign will not be internally illuminated. The sign will not include movement, noise, changing image features, or electronic elements. The sign is of durable material.
- The sign will be placed outside during business or service hours only.

- A-frame signs shall be placed in conformance with [IMC 18.612.100.A\(7\)](#), including:
  - Not create a traffic safety hazard by interfering with the vision of drivers entering or leaving the premises.
  - Be located so as not to interfere with the opening of car doors, use of bicycle parking facilities, bus stops, loading zones, or pedestrian traffic.
  - Be located so an unobstructed passageway of 48 inches in width will be maintained for accessible travel routes on all public and private ROWs (e.g. sidewalks and walkways).
  - Be placed on-site if the A-frame is only allowed onsite.
  - Be placed in right-of-way only if the business or services meets the criteria.
  - Meet minimum setbacks from public or private facilities.
  - Be portable and not attached or anchored to trees or public property such as utilities or light poles.
- Applicant assumes liability for any damage resulting from their use.

By submitting, you agree to hold harmless the City of Issaquah as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Issaquah, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.

I have read and understand the applicable provisions of the sign code and agree to abide by those standards. I understand the restrictions that apply to my temporary sign(s). I understand that violation of the sign regulations may result in sign removal or monetary penalties.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Process and Validity:**

1. After signing this document, email it to [TempSign-CPD@issaquahwa.gov](mailto:TempSign-CPD@issaquahwa.gov) to register your Temporary Sign Agreement.
2. A-Frame Temporary Sign Agreement is valid for 365 days from the date on which the applicant receives a Sign Permit Number from the City.
3. The Temporary Sign Agreement Sign Permit Number must be visible on the sign.
4. It is the applicant's responsibility to provide complete and accurate information in this Temporary Sign Agreement. Failure to do so may invalidate your Temporary Sign Agreement.