



Development Services Department
55 E. Moore Street
Walla Walla, WA 99362
(509) 524-4710
permits@wallawalla.gov

Sidewalk Sign Permit Application

Application fee: \$110.00 payable to City of Walla Walla, by cash, check or credit/debit card

Site Address: _____

Property Owner: _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Phone: _____ E-mail address: _____

Business Owner: _____

Business Name: _____

Mailing Address (if different) _____

City _____ State _____ Zip _____ Phone: _____ E-mail address: _____

Required documents:

- Colored drawing* of proposed sign
- Insurance certificate for both the property owner and 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 so our office can prepare a Hold Harmless Agreement

*We ask drawings be clearly drawn with measurements of the sign

Signature _____ Date _____

Owner or Contractor or Auth Agent

I certify, by my signature, 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.

RETURN TO: CITY OF WALLA WALLA
DEVELOPMENT SERVICES
P.O. BOX 478
WALLA WALLA WA 99362

EXAMPLE

HOLD HARMLESS AGREEMENT

WHEREAS, **Property Owner**, property owner, and **Business Owner**, business owner d/b/a **Business Name**, **Business Address** have applied to the City of Walla Walla for permission to place a temporary sidewalk sign in the public right-of-way, at **Business Address**, and

WHEREAS, the terms outlined by the City of Walla Walla are acceptable to **Property Owner**, property owner, and **Business Owner**, business owner d/b/a **Business Address**;

NOW THEREFORE, in consideration of the City's agreement to permit **Property Owner**, property owner, and **Business Owner**, business owner d/b/a **Business Name** 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 sign if, in the opinion of City Officials, the placement of said 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**, property owner, and **Business Owner**, business owner d/b/a **Business Name**; 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 signs on the public right-of-way as above set forth.

DATED THIS _____ day of _____, 2005.

City of Walla Walla Sidewalk Sign Requirements

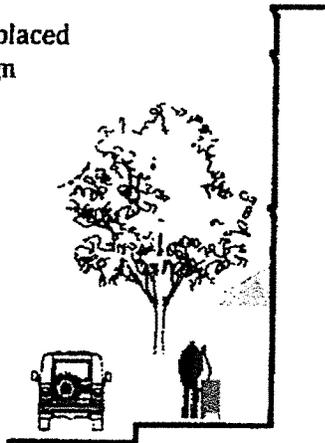
Portable signs including sidewalk signs within the Central Commercial Zone are permitted as an accessory use to an approved principal use. One portable sign is allowed per business per street frontage. The total square footage of portable signs per business is 16 square feet (8 square feet per side).

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

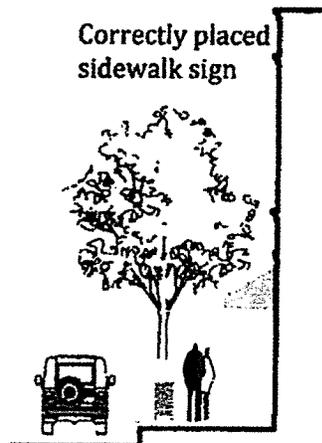
1. Complete a Sign Application and payment of the application fee.
2. Provide legal names of business owner(s) and building owner(s) (if different) so a Hold Harmless Agreement will be prepared by the Development Services Department for signature by business owner(s) and building owner(s).
3. Business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

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



Please contact the Walla Walla Joint Community Development Agency at
(509) 524-4710 or via email: info@wwjcda.org

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 - 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 signs 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. (Amended 2/12/03)

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/07/2005

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

EXAMPLE

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: DESCRIPTION, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, LIMITS. Includes sections for General Liability, Automobile Liability, Garage Liability, Excess/Umbrella Liability, and Workers Compensation.

EXAMPLE

EXAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CITY OF WALLA WALLA IS NAMED AS AN ADDITIONAL INSURED UPON PLACEMENT OF A SIDEWALK SIGN IN THE PUBLIC RIGHT OF WAY.

CERTIFICATE HOLDER

CANCELLATION

CITY OF WALLA WALLA DEVELOPMENT SERVICES
PO BOX 478 15 N 3rd Ave
WALLA WALLA WA 99562

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED OR EXPIRE PRIOR TO THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO GIVE 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Attention:

ACORD 25 (2001/08)

Certificate # 3521

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