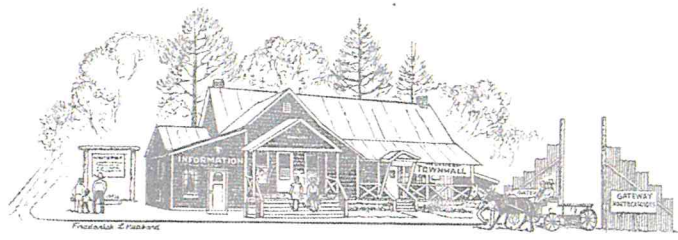


PO Box 459  
Winthrop WA  
98862



Phone 509-996-  
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## Winthrop Sign Permit GENERAL INFORMATION

### Why do you need Western Signs?

In 1972, Kathryn Wagner initiated one of the greatest charitable acts in Winthrop's history by providing the funding and the impetus to convert Winthrop's main street and commercial districts into a vision of the old west.

Replication of historic Western architecture is the economic lifeblood of the town. Business owners in Winthrop benefit from this unique attraction that draws visitors from near and far. The Town of Winthrop has adopted permitting procedures and town codes to ensure consistency and longevity with the look of 1890.

### Winthrop Sign Ordinance

You must submit a signage application for all new business signs in all business zones. Sign requirements are available online at [www.codepublishing.com/wa/winthrop/](http://www.codepublishing.com/wa/winthrop/) in section 15.08 or at Town Hall. It is your responsibility to review the code and work with your sign painter to ensure that signs meet Westernization standards. The Westernization Design Review Board can also assist you with ideas, examples and period-authentic resources.

When designing your sign, think "What would my sign look like if I were in business in 1890?" Signs from 1850-1890 often used illustrative and layering techniques quite different from modern text and logo-based signage. Historic styling promotes your business and provides an attraction for our town. You can find examples of historic signs at Winthrop Town Hall along with contact information for Winthrop area sign painters.

### How to Apply

1. Need help with a design, ideas, or period-authentic resources? Applicants are encouraged to meet in advance with the Westernization Design Review Board (WDRB) especially for new signage. Collaborating together in advance helps to make the application approval much easier and more efficient. WDRB meetings are open to the public and held every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at the Winthrop Barn Hen House at 8:00am.
2. Application must be completed in full and permit fee paid before WDRB can review it.
  - Town Hall assigns an application number at the time you pay for the permit.
  - If the application is missing drawings, photos, or required information it will be returned to the applicant, which stops permit processing.
3. Complete the sign permit business information page and one WINTHROP SIGN PERMIT APPLICATION page for *each* sign. If you have four signs, fill out 4 applications.
  - Use the checkboxes to ensure that you complete all parts of the application.
4. Once you have completed your application, make 2 copies and return one to Town Hall. Town staff will schedule your application review at the next available WDRB meeting. Applications must be received at least 7 days in advance of scheduled WDRB meetings to be included on the agenda. Please plan on attending that meeting to present your application. Bring your copy of the application with you. Meeting agenda will be posted by the door at Town Hall.

**WINTHROP SIGN PERMIT APPLICATION  
BUSINESS INFORMATION**

**Application #** \_\_\_\_\_ **Total number of Signs** \_\_\_\_\_

**Applicant (Business owner)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_ Winthrop Business License # \_\_\_\_\_

With my signature I acknowledge that I have read and understood the Westernization code in section 15.08 of Town of Winthrop ordinances. I have read and understood the application and have provided information truthfully to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Physical Address of Proposed Signage**

Address \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**Sign Painter**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_ Winthrop Business License # \_\_\_\_\_

**Contractor who builds sign structure and/or erects sign**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_ Contractor License \_\_\_\_\_

=====**Office Use Only**=====

Application received by \_\_\_\_\_ Date \_\_\_\_\_ Business owner has their own completed copy YES NO

Cash/Check# \_\_\_\_\_ Amount \_\_\_\_\_ Receipt # \_\_\_\_\_

Zoning Administrator signature \_\_\_\_\_ Complies with zoning YES NO

Comments \_\_\_\_\_

Building Administrator signature \_\_\_\_\_ Building permit required YES NO

Comments \_\_\_\_\_

Date final photos received \_\_\_\_\_ Permit final Date \_\_\_\_\_

**WINTHROP SIGN PERMIT APPLICATION – One Sign**  
FILL OUT ONE APPLICATION FOR EACH SIGN (or group of similar signs)

**Business Name** \_\_\_\_\_ **Zoning** \_\_\_\_\_

**Sign Proposal**

Briefly describe proposed sign, its purpose, materials used, construction (painted, carved, stained, etc.)

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Westernization sign ordinance is online at [www.codepublishing/WA/Winthrop](http://www.codepublishing/WA/Winthrop).

**1. Sign materials (15.08.180)**

List \_\_\_\_\_

**2. Sign dimensions (show on drawing also)**

Height: \_\_\_\_\_ Width: \_\_\_\_\_

**3. Type of Sign (Section 15.08.130–150)**

Hanging    Painted directly on building    Projecting from building    Freestanding    Portable  
 Temporary banner

**4. Connection Method (15.08.180 I)**

Painted directly on building  
 Mounting hardware: \_\_\_\_\_  
 Wood  
 Ferrous metal, painted non-gloss or rusted

**5. Sign Lighting (15.08.180 H, no neon – 15.08.150)**

Not illuminated  
 Pre-existing lighting  
 Photo of lighting fixture attached  
 New lighting  
 Photo of lighting fixture plus drawing of location relative to sign and to building attached

(Continued)



**WINTHROP SIGN PERMIT APPLICATION – One Sign**  
FILL OUT ONE APPLICATION FOR EACH SIGN (or group of similar signs)

6. **Color and Design** (15.08.180)

Approved colors available at Town Hall

- Attach 2 detailed, colored drawings to scale, showing approved colors.  
May be computer generated.
- Include color numbers and provide paint chip for each.

7. **Lettering Fonts**

Approved fonts available at Town Hall. Attach copy of font page for each font used. (Section 15.08.180)

- Attach copy of font page for each font used.

Font name: \_\_\_\_\_ Font name: \_\_\_\_\_

Font name: \_\_\_\_\_ Font name: \_\_\_\_\_

8. **Sign Type and Location** (15.08.160)

- Sign painted directly on building**

- Attach accurately scaled drawing or current photo of entire building face showing proposed sign.
- Show building face measurements, including sidewalk or ground-line to roof peak.

- Sign projects from building** (15.08.160)

- Attach accurately scaled drawing or current photo of entire building face showing proposed sign and hanging structure. Show:
  - Distance sign will project from building face
  - Distance any supporting structure will project from building
  - Distance any sidewalk or ground-line to bottom of sign

- Sign is freestanding** (15.08.170).

- Attach site plan: Distance of proposed sign location to property lines, structures, streets, driveways, other features.
- Show sign structure: Accurately scaled drawing or current photo of entire sign mounting structure showing proposed sign and all existing signage.
  - Show existing signs
  - Show Structure: overall measurements
  - Show distance from sidewalk or ground-line to peak of structure

- Sign is a banner** (15.08.170).

- A banner may be used annually or seasonally for 2 weeks without re-application (15.08.140 & 15.08.180).
- Attach photo or accurate drawing of banner including font names and colors numbers.
- Include a description or drawing of where the banner will be mounted.

WINTHROP SIGN PERMIT – Applicant’s To Do List

Application # \_\_\_\_\_ Business Name \_\_\_\_\_

Date changes are due \_\_\_\_\_

Applicant must submit photos or revised drawings showing changes by due date.

Multiple horizontal lines for listing items to do.

=====**Office Use Only**=====

Date received \_\_\_\_\_