

**CITY OF TUKWILA**  
*Department of Community Development*  
6300 Southcenter Boulevard, Tukwila, WA 98188  
Telephone: (206) 431-3670 FAX (206) 431-3665  
E-mail: [signpermits@TukwilaWa.gov](mailto:signpermits@TukwilaWa.gov)

# New Billboard

## INFORMATION

A billboard is a large, freestanding sign that advertises goods and services not available on the premises where the sign is located.

New billboards are only permitted within billboard receiving areas designated by the City. The areas of the City where new billboards are permitted are areas along S. 180<sup>th</sup> Street zoned Commercial Light/Light Industrial; those properties south of South 180<sup>th</sup> Street along West Valley Highway zoned Commercial/Light Industrial; all properties located along Boeing Access Road; and those properties along East Marginal Way, north of Boeing Access Road. The attached figures shows those areas of the City where new billboards may be constructed.

In order to construct a new billboard within one of the designed receiving areas, an applicant must secure the removal of a prescribed number of billboard faces within the designated sending areas of the City. Sending areas are the entire City, except for those areas designated as receiving areas. The number of billboard faces that must be removed is based on two factors, the type of billboard being constructed (static vs. digital) and when the billboard faces will be removed. In order to encourage the prompt removal of billboards, the City has provided a reduced removal ratio for billboard faces removed by August 24, 2015 (five years from the effective date of the City's sign code).

The table below shows the replacement ratio required for a new billboard constructed before August 24, 2015:

Type of Billboard Proposed in Designated Receiving Area	Number of Billboard Faces That Must Be Removed Within Designated Sending Areas
One Static Billboard Face	Three Billboard faces
One Digital Billboard Face	Five Billboard faces

The table below shows the replacement ratio required for a new billboard constructed after August 24, 2015:

Type of Billboard Proposed in Designated Receiving Area	Number of Billboard Faces That Must Be Removed Within Designated Sending Areas
One Static Billboard Face	Five Billboard faces
One Digital Billboard Face	Seven Billboard faces

The following are the specific design standards that apply to all new billboards constructed within designated receiving areas:

1. No more than two faces are permitted for each billboard structure.
2. Area of an individual face shall not exceed 500 square feet unless the billboard operator agrees to make the billboard available for public service announcements and emergency alerts. In that case the area of a face may be increased to 672 square feet. Public service announcements shall include, but not be limited to, advertising for civic events such as Tukwila Days and the Backyard Wildlife Fair. To qualify for the billboard area increase a billboard provider must provide a total of 28 days of message time for civic events. Emergency alerts shall include those messages necessitating the immediate release of information pertaining to the protection and preservation of public safety. Emergency alerts include, but are not limited to, Amber Alerts and emergency evacuation orders. The City will provide administrative rules for public service and emergency alerts specifying message duration and length of display for both public service announcements and emergency alerts.
3. Billboards shall be spaced at least 500 feet away from any existing or proposed billboard.
4. Billboards shall not exceed a height of 35 feet.

5. No portion of the billboard shall be within ten feet of any adjacent right of way.
6. No portion of the billboard's foundation shall be within 15 feet of the adjacent right of way. The billboard shall meet any required side or rear setback in the zone in which it is located.
7. The billboard may be illuminated; non-digital billboards shall utilize lights which shine directly on the sign structure. Digital billboards shall not operate at a brightness level of more than 3-foot candles above ambient light as measured using a foot candle meter at a pre-set distance as outlined in Table below.

<b>Billboard Style</b>	<b>Dimensions</b>	<b>Measurement Distance</b>
Posters	12 x 24 feet	150 feet
Bulletins	14 x 48 feet	250 feet

8. Each display must have a light sensing device that will adjust the brightness as ambient light conditions change.
9. The technology currently being deployed for digital billboards is LED (light emitting diode), but there may be alternate, preferred and superior technology available in the future. Any other technology that operates under the maximum brightness stated in the table above shall be permitted.
10. If a digital display is proposed, the rate of change for the sign shall not exceed a frequency of more than once every 8 seconds.
11. One sign, 8.5 square feet in size shall be permitted to be attached to the billboard to identify the operator of the billboard only. Address or billboard identification numbers are permitted and shall not exceed an area of three square feet.

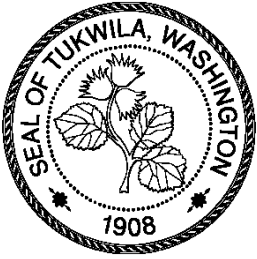
## COMPLETE APPLICATION CHECKLIST

Applications to install new billboards are reviewed administratively by City staff. The materials listed below must be submitted with your initial application to install a new billboard unless specifically waived in writing by the Department of Community Development. Application review will not begin until the application is determined to be complete.

The initial application materials allow project review to begin and vest the applicant's rights. **However, the City may require additional information as needed to establish consistency with development standards.**

Department of Community Development Planning staff can help you prepare your application for submittal. Please contact (206) 431-3670 to discuss any specifics with the required application submittal.

Check items submitted with application	<b>Information Required.</b> <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
<b>APPLICATION MATERIALS:</b>	
	1. Three copies of this application form, completed, notarized and signed.
	2. Three copies of a dimensioned and scaled site plan showing property lines, streets, buildings, parking areas and proposed location of the billboard. The site map shall clearly show the location of the billboard footings and the edge of the billboard structure. Generally, the City will not require site plans to be prepared by a licensed surveyor; however, the City shall have the authority to require a site plan prepared by a Washington State Licensed Surveyor, if such site plan will assist in the City's review of the proposed application.
	3. Three copies of a vicinity map showing the location and distance in feet of any other billboards located within 600 feet.
	4. Three copies of scaled and dimensioned drawings of the proposed billboard. The drawing shall also indicate if the billboard will be a static or digital billboard.
	5. Three sets of scaled and dimensioned footing design and height calculations.
	6. Specific location of billboards proposed to be removed in compliance with Section 19.38.040
	7. Three sets of structure calculations
	8. For digital billboards provide a site plan showing the proposed foot-candle distribution pattern.
	9. If the rate of change on a digital billboard is proposed to exceed the permitted rate of change found in Section 19.38.040.G, the applicant shall provide three sets of a traffic safety study specific to the proposed location of the digital billboard. The study shall examine specific traffic impacts of the proposed digital billboard, including potential distraction to motorists and impact to traffic flows. The City Engineer may request that additional factors be examined based on specific site issues.
	10. Fee as established in the most current fee schedule
	11. <b>One copy of a valid Washington State contractor's license or owner's affidavit.</b>
	12. Tukwila business license number for the sign contractor, if applicable.



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## APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-SIBILL</i>	
<b>Planner:</b>	<b>File Number:</b>
<b>Application Complete</b> (Date:            ) )	<b>Project File Number:</b>
<b>Application Incomplete</b> (Date:            ) )	<b>Other File Numbers:</b>

**NAME OF PROJECT/DEVELOPMENT:** \_\_\_\_\_

**LOCATION OF PROJECT/DEVELOPMENT:** *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

\_\_\_\_\_

*LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).*

\_\_\_\_\_

**DEVELOPMENT COORDINATOR:**

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City, to whom all notices and reports will be sent.

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

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

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



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**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS  
 PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at \_\_\_\_\_ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days shall be cause to cancel the application(s) without refund of fees.

EXECUTED at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (Phone Number)

\_\_\_\_\_  
 (Signature)

On this day personally appeared before me \_\_\_\_\_ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC in and for the State of Washington

residing at \_\_\_\_\_ My Commission expires on \_\_\_\_\_