

Long Term Signage Policy for Outside Groups

All signs posted on District property require the permission of the District prior to their placement. South Whidbey Parks & Recreation District hereby authorizes and approves the following Signage Policy applicable to any long term signs requested by any outside group.

Long Term Sign

A long term sign is any sign requesting a placement on District Property for a term longer than one year.

Long term signs for outside groups must be approved by a majority vote of the Board of Commissioners. The initial application for consideration should be submitted to the SWPRD Director for review of required contents prior to inclusion on a board meeting agenda.

All long term signage requests are subject to all applicable county and state regulations that may apply. Approval by the Board of Commissioners is merely the first step in the process.

Application Requirements

Petitioners for the placement of a long term sign are required to provide the following in their request for long term signage placement:

1. Design- All signs must be professionally designed and illustrations of sign design must be provided to the Board of Commissioners for review, including samples of signage materials.
2. Dimensions- All designs must show scale and all applications must provide either a mock up of the actual sign in size and scope or proposed dimensions of the sign.
3. Placement- Final long term sign placement decisions are at the discretion of the Board of commissioners, requests for placement locations should be included and will be considered. If sign is proposed in an un-landscaped area, plans must include landscaping at the cost of the requestor.
4. Term-Signs requested under this policy may be placed for a minimum of a one year term up to a term for the life of the sign. The life of the sign is determined by the district in its sole discretion.

Installation

The entire cost for sign installation is the responsibility of the requestor. Any district resources used in the process will be billed.

If sign is placed in an existing landscaped area, landscaping must be returned to its pre-installation condition as part of the installation process.

If sign is proposed in an un-landscaped area, plans must include landscaping at the cost of the requestor.

Maintenance and Upkeep

The district assumes no responsibility for the maintenance and upkeep of any sign placed under the auspices of this policy. If in the opinion of the district, a sign placed under this policy has fallen into disrepair, an attempt will be made to notify the requestor or

organization responsible. If no action to correct the situation is taken or the requestor or organization responsible cannot be located within 60 days, the district may take down the sign and a new request process may be required to replace it.

Signage placed at own risk

All signage is placed at the sole risk of the specific requestor and SWPRD will not reimburse said requestor for any damage to their signage nor any damage caused by their signage regardless of circumstances. All requestors applying for a signage permit will be required to sign documentation indemnifying SWPRD from any responsibility for the signage as part of the application for permit process prior to the placement of any signage.