



Temporary Sign Agreement

The following temporary signs are allowed without a permit when sized and placed in accordance with the Olympia Sign Code (Chapter 18.43), as documented by this Temporary Sign Agreement.

Type of Sign Proposed (and sign zones where allowed):

Check One:

- Banner (Downtown; Auto Mall; Business & Corridor; Residential – Nonresidential & Multifamily Uses)
- Sandwich Board/Pedestal (Downtown; Auto Mall, Business & Corridor)
- Construction (Downtown; Auto Mall; Business & Corridor; Residential)
- Feather (Auto Mall only)
- Inflatables – only with no movement/motion (Auto Mall; Business & Corridor)
- Light Projection (Downtown - Entertainment & Art Tech Sub-Districts only; Auto Mall)
- Window (Downtown; Auto Mall; Business & Corridor; Residential)

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Business Address: _____

Phone Number: _____

E-mail Address: _____

Dates of Sign Display: _____ to _____

I acknowledge and affirm compliance with the following:

- The sign type proposed is allowed in the Sign Zone the property is located within.
- The temporary sign will be removed within 60 days (except window and sandwich board/pedestal signs).
- The sign will not be internally illuminated.
- The sign will be placed completely outside of the public right of way (for sandwich board/pedestal signs in the right of way/on the sidewalk, see additional requirements below).
- The sign will not include movement, noise, changing image features or electronic elements.
- The sign is of durable material.
- There will not be more than one temporary sign placed at one time (excludes sandwich board and window temporary signs) and no more than four temporary signs on the property in a one year period.
- I am aware of the size and placement limitations for the sign type proposed (Section 18.43.080 and 18.43.085 of the Olympia Municipal Code) and the sign conforms to standards.

Review and acknowledge standards specific to the type of sign requested:

Standards for Banners:

- The banner will not exceed 32 sq. ft. in size (unless the length of the wall it will be placed on exceeds 32 feet in length). For walls wider than 32 feet the maximum size is up to 1 square foot of banner area for each linear foot of exterior wall width, up to a maximum size of 100 square feet.
- The banner will be attached flush to the building wall and anchored at all four corners.
- The banner will not extend above the roofline or around a building corner.

Standards for Sandwich Board/Pedestal Signs:

- The sign will be no greater than 8 square feet in size and no greater than 4 feet in height.
- The sign will be placed outside during business hours only.
- Sandwich board/pedestal signs shall be placed in conformance with [Section 9.16.180](#) of the OMC and:
 - 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 forty-eight (48) inches in width will be maintained for accessible travel routes on all public and private rights-of-way (e.g. sidewalks and walkways).
 - Be placed directly in front of or adjacent to the sponsoring business and on the walkway which is directly in front on the business. It shall be no farther than twenty (20) feet from the public entrance to the business, unless an alternate location is approved by the city (for example, if one building is setback farther from the sidewalk than the adjacent buildings).
 - Shall be placed entirely on private property and outside of the public right of way unless the Applicant assumes liability for any damage resulting from their use by signing the following:

I agree to defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in any manner relating to the placement of any sandwich board/pedestal sign(s) owned by me and placed in any public right of way.

Signature: _____
Print Name: _____

Date: _____

Standards for Construction Signs:

- The sign will not exceed 32 sq. ft. in size.
- The sign will be removed within 10 days of the end of the work on site.

Standards for Feather Signs (Auto Mall Sign Zone only):

- The sign complies with the size standards (max. height w/pole-8'; max. flag height-5'; max. flag width-2'; max. flag area-10'.
- The maximum number of feather signs allowed is 5 per lot.
- The sign will be mounted entirely on private property and no part of the sign will enter any sidewalk, street, or driveway when fully extended horizontally.

Standards for Inflatables:

- The inflatable does not include movement or animation.
- The maximum number of inflatables on site is one and there will be at least fourteen days between inflatable installations.
- The inflatable will be no taller than 20 feet above ground.
- The inflatable will be secured in a manner that meets all code requirements for safety. (Contact the building department at 360.753.8314)

Standards for Light Projection:

- The maximum display area will not exceed 20 square feet.
- The area of display will project only upon the property occupied by the associated use or the sidewalk portion of the public right-of-way within ten (10) feet of the public building entrance occupied by the use.
- The sign will only be projected during business hours.
- The image projected will remain static and will not contain animation or movement. The image will not change more frequently than once every 24 hours

Standards for Window Signs (includes opaque and semi-transparent film with or without graphics):

- The sign contains no animation (movement, scrolling, flashing).
- In the Downtown, Auto Mall, and Residential Sign Zones: The amount of window area covered by signs will not exceed 25%.
- In the Business & Corridor Sign Zone: The amount of window area covered by signs will not exceed 35%.

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: _____

Signed in (City/State): City: _____ State: _____

** After signing this document email it to cpdinfo@ci.olympia.wa.us to register your temporary sign agreement.

**Temporary Sign Agreement is valid for sixty days from initial date of display listed above, except that window signs and sandwich board/pedestal sign agreements are valid for one year.