



# CITY OF LANGLEY

## SIGN PERMIT CHECKLIST

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A sign permit is required for all new signs in the City of Langley. This permit is meant to ensure that signs “maintain the small-town quality and the unique historic character of the city” (Langley Municipal Code 18.35.010). Signs are reviewed by the Design Review Board on the third Tuesday of each month. To be included on a Design Review Board agenda, submit the required fee and the original and seven copies of the required submittals ten days prior to the meeting.

### Section 1 - Required Submittals

- A Master Permit Application.
- A photo or drawing showing the location of the proposed sign(s).
- A photo or drawing showing the design of the proposed sign(s).
- A description of the sign(s), including size, materials, color, and method of construction and attachment.
- The name and contact information of the installer for the sign (please list under the agent on the Master Permit Application).

### Section 2 - Fee

- A fee of \$50.00 for review of the application. Mail to City of Langley, PO Box 366, Langley, WA. 98260