



P.O. Box 1307
Issaquah, WA 98027
425-837-3100 | CPD@issaquahwa.gov

AFFIDAVIT OF SIGN INSTALLATION

STATE OF WASHINGTON)
COUNTY OF KING) ss
CITY OF ISSAQUAH)

I/We, _____, being duly sworn depose and say, that I/we are the owner(s) of the property legally described below, and that signage has been posted on said property as specified by the City of Issaquah Land Use Code IMC 18.204.125, Notice Boards. The sign was installed on _____ (date).

Legal Description: _____

Owner's Signature

Date _____

Owner's Signature

Date _____

Mailing Address:

Street

City

State

Zip

Phone:

[Home](#)

Business

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public in and for the STATE OF WASHINGTON

Residing at _____

Notice Board Posting Requirements (IMC 18.204.125)



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Installation Timing

The applicant is responsible for posting the subject property with notice boards. Notice boards shall be installed within 28 days from application submittal. Posting on the notice board must occur within 14 days of determination that an application is complete.

Design and Content

- The notice board must be at least four feet by four feet in size and must be designed, constructed, and installed in accordance with specifications established by the Department. See detail below for guidance.
- The City must add Notice of Application, SEPA, or public hearing information to the notice board within applicable deadlines.
- The Director may establish and provide applicants with additional standards for color, layout, design, and wording.
- Include the QR code on the Notice Board for access to City of Issaquah's Active Projects webpage.

Location

- One notice board must be erected on or near the subject property at the approximate midpoint of the site's street frontage and within five feet of the lot line facing each right-of-way providing primary vehicular access to the subject property and to any property that abuts the subject property, or as otherwise directed by the Department for maximum visibility.
- View of the notice board(s) must not be obstructed from the perspective of the abutting public right-of-way.
- The top of the notice board must be between seven to nine feet above grade.

Certification of Install

- Within 24 hours of installation, the applicant must submit a signed affidavit that states the date of installation and location of the notice board, and include a photograph of the notice board that provides context of its location.

Removal

- The notice boards may not be removed until the appeal periods for all land use permits relating to the proposed project have ended. Removal of the notice board prior to the prescribed time frame may cause for additional notice or an extended appeal period. The notice boards must be removed within seven days following the end of the appeal period.

PROPERTY POSTING



