



## Memorial Sign Program Application

Updated  
January 2026

Physical Address:  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, WA 98002

Mailing Address:  
City of Auburn  
25 West Main Street  
Auburn, WA 98001-4998

Webpage, Email, and Phone  
[www.auburnwa.gov](http://www.auburnwa.gov)  
[rowusepermit@auburnwa.gov](mailto:rowusepermit@auburnwa.gov)  
Phone: 253-931-3010

**Fees** - Fees listed are valid through December 31, 2026.

\$214.00 Non-refundable Fee due upon sign approval prior to installation per ACC 12.68.050. The City will notify you when to pay the fee if your application is approved.

**Applicant Information** - All information related to this application will be sent to this contact.

|                         |  |
|-------------------------|--|
| <b>Applicant Name</b>   |  |
| <b>Address</b>          |  |
| <b>City, State, Zip</b> |  |
| <b>Phone Number</b>     |  |
| <b>E-Mail Address</b>   |  |

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge and that I will comply with the provisions of the Auburn City Code in doing business in Auburn.

|             |                  |
|-------------|------------------|
| <b>Date</b> | <b>Signature</b> |
|-------------|------------------|

### Sign Information

|                                          |  |
|------------------------------------------|--|
| <b>Name of Deceased</b>                  |  |
| <b>Applicant's Relation to Deceased*</b> |  |

\*If Applicant is not an immediate family member, a letter of approval from an immediate family member is required to be attached to this application.

|                                         |  |
|-----------------------------------------|--|
| <b>Date of Accident</b>                 |  |
| <b>Approximate Location of Accident</b> |  |
| <b>Role of Deceased</b>                 |  |

**Type of Sign Being Requested** – Per ACC 12.68.070 only the following wording will be used on Memorial Signs.

|                                                                                  |                                                            |
|----------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> <b>Type A</b> – Sign may use the victim's name.         | Please don't drive impaired. In memory of John Doe         |
| <input type="checkbox"/> <b>Type B</b> – Sign may not include the driver's name. | Please don't drive impaired. Sponsored by The Smith Family |
| <input type="checkbox"/> <b>Type C</b> – Sign may use the victim's name.         | Please drive safely. In memory of John Doe.                |
| <input type="checkbox"/> <b>Type D</b> – Sign may not include the driver's name. | Please drive safely. Sponsored by The Smith Family.        |
| <b>Name as it should appear on sign Type requested.</b>                          |                                                            |

### Information and documentation required to be submitted with the Application.

|                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Copy of the accident report.                                                                                                                                                                                       |
| <input type="checkbox"/> Proof of the driver's intoxication from the coroner's report or court records showing that the intoxicated driver was convicted under RCW 46.61.520(1)(a) for sign Types A and B.                                  |
| <input type="checkbox"/> In the absence of the documents set forth above, the city may consider other documents presented by the applicant that the City deems to be equally reliable sources of information in evaluating the application. |

## **Application Process and City Review of Memorial Sign Application.**

The purpose of the Memorial Sign Program is to provide friends and relatives of people fatally injured in accidents with the opportunity to memorialize them by sponsoring a memorial sign to be erected near the scene of the accident in a safe and consistent manner; and to combat impaired driving and increase the public's awareness of the need to drive safely and responsibly.

An immediate family member, or another person who submits the written consent of an immediate family member, may apply to sponsor a sign memorializing the deceased, including a deceased who caused their own death by being an intoxicated driver or an at-fault driver.

Once a complete application is submitted pursuant to Chapter 12.68 ACC, the City shall review the application and inspect the proposed site for the memorial sign and shall issue a written decision to the applicant as to whether the proposed sign installation is approved or denied.

If the application is approved the applicant must pay the fee set forth in the City of Auburn fee schedule. This fee covers the cost of administration, fabrication and installation of the memorial sign. Sign fees are non-refundable, and the City shall retain ownership of the sign. If written opposition is received from any immediate family member after the sign has been installed, the City will remove the sign.

Placement of the sign will be determined by the City and based on safety, site-specific requirements, and in close proximity to where the accident occurred.

The City will not replace signs that are found to be vandalized, damaged, or otherwise missing; however, the applicant may apply for a new sign, including payment of the fee set forth in the City of Auburn fee schedule.

A person may file an application for a memorial sign for an accident that occurred not more than five years prior to the application date.

Additional information on the Memorial Sign Program can be found in Chapter 12.68 of the Auburn City Code or by contacting the City's ROW Specialist at 253-804-3120 or [rowusepermit@auburnwa.gov](mailto:rowusepermit@auburnwa.gov). Complete applications shall be submitted to the following address or via email to the ROW Specialist.

City of Auburn  
Attn: Public Works, ROW Specialist  
25 West Main Street  
Auburn WA 98001