




City of Tacoma Planning and Development Services	<b>Page</b> 1 of 2	<b>Director's Rule 01-2020</b>
	<b>Publication:</b> 1/31/2020	<b>Effective:</b> 2/14/2020
<b>Code &amp; Section Reference:</b> Land Use Permit Procedures TMC 13.05		
<b>Type of Rule:</b> Community Notification of Construction Projects		
<b>Ordinance Authority:</b> TMC 13.05.030		
<b>Index:</b> Land Use; SEPA; Land Use Permit Procedures	<b>Approved</b>  Peter Huffman, Director	<b>Date</b> 1/30/20

**A. Background**

Planning and Development Services' (PDS) Strategic Plan includes a directive to develop improved communications with the community regarding projects in their respective neighborhoods. Community residents have expressed strong interest in notification of certain projects so they may understand the impacts and duration of a project. Further, posting the notice can provide contact information for additional questions.

Currently, the permitting process does not allow for project notification of construction. There are often long gaps between SEPA review (which includes public notice) and construction. This results in a spike in community questions at the start of construction. This Director's Rule will require posting of a sign prior to construction that will remain in place for the duration of the project.

**B. Purpose**

The purpose of the sign posting is to communicate scope of project, duration of construction, and contact information. The sign shall have adequate information for the community to understand the scope and duration of the project as well as contact information for questions or concerns.

**C. Posting of Sign**

The City shall provide the sign, and directions to post the sign, to the applicant. Posting of the sign is the applicant's responsibility. Proof of posting, such as a photo, must be provided to City staff. The sign shall:

- Be posted on all sites that require/required SEPA review, as well as all residential projects in excess of four units. This includes projects for which SEPA was satisfied through the City's subarea planning process or when the process is satisfied by a different agency (such as Tacoma School District, Metro Parks, or Port of Tacoma).
- Be posted concurrent with review of development permits; at the time staff determines adequate information is available to provide meaningful information.

- Include, at a minimum: permit numbers, general duration of construction, a site plan, elevations, and contact information.
- Clearly state the project meets all requirements.
- Be removed upon Final Inspection.
- Be posted in compliance with the sign posting document (See Appendix A below).

## **Appendix A**

### **Posting a Notification Sign in the City of Tacoma**

The City of Tacoma requires posting a public information sign for construction projects. The following directions are to assist you in properly posting the sign. If you have any questions, please contact the City's Land Use team at [pdszoning@cityoftacoma.org](mailto:pdszoning@cityoftacoma.org) or (253) 591-5030, option 4.

The City prepares the public information signs. The sign may be picked up at the Planning and Development Services Department, 3<sup>rd</sup> floor, Tacoma Municipal Building, 747 Market Street, Tacoma, WA, in the front reception area.

The sign must be posted concurrent with issuance of development permits, and must remain in place until the project receives Final Inspection. The applicant is responsible for **removing** the sign after the Final Inspection and/or Certificate of Occupancy is issued.

The person applying for the permit is responsible for posting a sign on the site, including providing any stakes, posts, or hanging devices.

The sign **must** be posted on the applicant's property. It cannot be posted in the right-of-way, on any light or utility poles, or on other people's property. The sign must also be posted so that it is **clearly visible** from the main street abutting the site, or the street from which the site is accessed. It must be securely posted on an on-site fence, tree, building, or in the ground using supports.

Any damage, vandalism or removal of a sign must be reported to the City at (253) 501-5030, option 4. The City will then make a new sign, which the applicant will be responsible for posting.

In some cases, the City may provide multiple signs for a permit request. Posting requirements can be discussed with the City's Land Use team. City staff may attach a site map showing sign locations.

A photo of the posted sign must be provided. The photo can be uploaded to the associated permit using your Accela account.

**Thank you! We appreciate your cooperation!**