

# Project Signage and Public Notice

## WHAT IS PROJECT SIGNAGE?

Signs posted at a project site can provide important information about future development, requested code changes, or other proposed actions at a site or in an area of the City. Sometimes the posted signage is required by the Tacoma Municipal Code (TMC) as part of the permitting process and these signs are intended to inform the community about the specific request, proposal, or development, and include details on how to access more information about the project or proposal.

## WHEN IS PROJECT SIGNAGE REQUIRED?

A project or public notice sign is often required by the TMC when:

- An application has been submitted requesting a deviation from or change in the code (e.g., [Variances](#), [Rezoning](#), [Conditional Uses](#)),
- If the process itself includes a notification and public comment requirement (e.g., [Platting](#), [Shoreline Development Permitting](#)), or
- Because thresholds have been exceeded that require a notification of the project.

## TYPES OF SIGNAGE

There are three common types of signage that would be required by Planning and Development Services: *Notification of Development*, *Land Use Public Notice*, or for a *Comprehensive Plan Amendment*.

### Notification of Development

This sign is required for projects which may meet all code requirements but, because the scope of the project exceeds certain thresholds, require a notification sign to be posted at the site during the review and construction stages. This type of signage is informational only and does not apply to permitting where there is a formal public comment process (though it may be posted at the same time or after a land use public notice – see below). It is intended to help neighbors and residents understand the scope of a project, as well as the likely duration and possible impacts.

The City will provide a sign for the applicant/developer to post at the project site and the sign will:

- Be required on all sites that exceed [SEPA](#) thresholds, as well as residential projects with five or more new residential units.
- Be posted during the review of the development permits, once staff has determined there is sufficient information for the project
- Include permit numbers, general duration of construction, a site plan / elevations, and contact information
- Be removed upon Final Inspection



### Land Use Public Notice

There are several Land Use permit types that require a formal notification process. This process will often include the following: a notification is mailed to nearby property owners and qualified neighborhood groups/organizations, a public notice sign is posted at the site, and the notice is published in a local newspaper.

The City will provide a sign for the applicant to post at the project site and the sign will:

- Contain, at a minimum, the following information: type of application, name of applicant, description and location of proposal, and where additional information can be obtained.
- Remain on the site until the date of final decision, at which time the sign shall be removed by the applicant.



*Note: This Tip Sheet does not substitute for codes and regulations.*

*The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.*

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

# Project Signage and Public Notice

## PUBLIC NOTICE

Application No:

Applicant:

Proposal:



To submit comments or obtain information contact:  
 Planning and Development Services  
 747 Market Street, Room 345, Tacoma, WA 98402  
**(253) 591-5030**  
[www.tacomapermits.org](http://www.tacomapermits.org)

### RESOURCES

- [Public Notice Map](#) and [Permits Map](#)
- available on the [Maps Page](#) of [www.TacomaPermits.org](http://www.TacomaPermits.org).
- [Searching For Permit Records](#) tip sheet

These types of public notice will include a formal comment period and, for some permit types, there is an opportunity for affected individuals or groups to request a public meeting as part of the comment process.

Once the permit process concludes and a decision is issued, either by the Director or Hearing Examiner, there is an opportunity for affected individuals to appeal the decision.

### Comprehensive Plan Amendment

Similar to the changes that can be requested through the Land Use permit process, there is also a process to request changes to the City's Comprehensive Plan.

These requests, as well as area-wide rezone efforts from the City, also include a public notice, signage, and public comment requirement.

| 2018 ANNUAL COMPREHENSIVE PLAN AMENDMENT  |   |
|---|---|
|   | Application #: 2011-01  |
|   | Applicant:  |
|   | Contact:  |
|   | Type of Amendment: Land Use Intensity Change & Area-wide Rezone   |
|   | Current Land Use Intensity: Low and Single-Family   |
|   | Current Area Zoning: C-1 (General Neighborhood Commercial District) and R-2 (Single-Family Dwelling District)   |
|   | Size of Area: Approximately 5 acres   |
|   | Location: South 49 <sup>th</sup> & Pine Streets   |
|   | Neighborhood Council area: South Tacoma   |
|   | Proposed Amendment: Change the Comprehensive Plan Intensity designation from Low and Single-family to Medium, and change the zoning classification from R-2 and C-1 to R-4L (Low-Density Multiple-Family Dwelling District), to allow for construction of a multi-family apartment complex on the site. |
| Adoption Schedule: Planning Commission Public Hearing<br>City Council Public Hearing<br>City Council Adoption |   |



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