DIGITAL MENU BOARDS FOR DRIVE-THROUGH FACILITIES (EXCLUDES TENANT SIGNS)
Projects Exempt from Site Plan and Design Review Requirements

Applicant’s Name: ___________________________ Phone: ___________________________
Project Address: ___________________________ Email: ___________________________

SECTION 1:
☐ Yes ☐ No  Is the proposed project in a Historic District, or on a Landmark Parcel?
   If checked NO, proceed to section 2 below.
   If checked YES, project must be reviewed by Preservation Staff to determine if proposed work is exempt from Site Plan
   and Design review.

SECTION 2:
☐ Yes ☐ No  Work complies with the Planning and Development Code. New drive-through facilities or any other
   proposed changes to existing drive-through facilities will require separate review and approval by planning staff. (i.e.
   changes to the location of the pre-order or menu boards, modifications to the drive-through lane configuration and
   stacking distances, or changes to the location of the pick-up window)

SECTION 3:
A. OPERATION OF THE DIGITAL PRE-ORDER AND MENU BOARDS FOR DRIVE-THROUGH FACILITIES
   The installation and operation of digital menu boards shall conform to each of the following standards:
   1. ☐ The boards shall have static text and images with constant illumination and shall not be operated with
      animation in conflict with SCC 15.148.640; AND
   2. ☐ The boards shall not be permitted with an intensity of light which would constitute a nuisance or hazard to
      vehicular traffic, pedestrians, or adjacent properties; AND
   3. ☐ The boards shall not be used as off-site signs displaying general advertising for hire as prohibited in SCC
      15.148.670; AND
   4. ☐ The above restrictions shall be noted on the project plans for the menu boards before permit issuance.

B. MINOR CHANGE
   1. ☐ Minor change reviewed and approved by staff and determined to be exempt from site plan and design
      review. Comment:

      (Requires manager review and approval. Manager initial: ____________).

By signing below, the applicant certifies that this form accurately describes the proposed work and the future operation of the
digital pre-order and menu boards.

Applicant’s signature: ___________________________ Date: ___________________________
Name of Planner: ___________________________ ___________________________

FOR CITY STAFF USE ONLY  Counter Staff: ___________________________

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