



Sign Permit Application: Wall Sign

This application is intended to be submitted to the Planning Division for a wall sign. **One application is required for each facade (wall).** The Planning (P) Division may be reached at 503.783.3800, Monday-Friday from 8am-5pm. Please submit your application with all associated materials and fee at HVWorks.com. Once submitted, staff will review the application for compliance with the applicable criteria. No changes will be allowed once the application has been submitted. Submission of an application authorizes city access to the property as needed to verify the site conditions and assure the terms and conditions of the permit have been followed.

Applicant

Name: _____ Address: _____

Phone: _____ Email Address: _____

Site Address _____ Map and Tax Lot(s): _____

Name of Development _____

One application is required for each facade (wall). Facade Proposed: Front Right Side Left Side Rear

Number of Signs Proposed on Facade: _____ **Zoning Designation:** _____

1. General Standards

The sign may not be located in or project over the right-of-way.

Will the Sign be Located in or Project over the Right-of-Way? Yes No

The sign may not be located in or project over easements for public sewer, water or storm drain lines or within five feet of the lines. Will the Sign be Located in or Project into Easements for Public Sewer, Water or Storm Drain Lines or within Five Feet of the Lines? Yes No

Signs may be located in the vision clearance areas provided they are not 30 inches or higher, measured from the top of the curb. When no curb is present, measurements shall be taken from the established centerline grade.

Will the Sign be Located in a Vision Clearance Area? Yes No Height of Sign: _____

Signs on or extending over private or public pedestrian walkways or paths must provide a vertical clearance of at least 10 feet from the surface of the walkway or path to the lowest portion of the sign.

Will the Sign be in or Over a Private or Public Pedestrian Walkway or Paths? Yes No Sign Clearance: _____

Copy may only be placed only on the sign face. Does the proposed sign comply? Yes No

Lighting must be directed so the source of light is not visible from public right-of-way or from properties in residential planning districts. Does the proposed sign comply? Yes No

Neon lighting is the only light source that may be visible. Is any other light source visible? Yes No

The surface brightness of any sign shall not exceed that produced by the diffused output obtained from 800 milliamperere fluorescent light sources spaced not closer than eight inches on center. Does the sign comply? Yes No

All signs shall be maintained in good order and repair at all times. Signs which have become faded, worn, damaged or are unsafe or pose a danger to the public shall be maintained, repaired, or removed. Will the sign comply? Yes No

2. Wall Signs in Mixed Use or Commercial Zones

This section applies to wall signs in VO, VC, MUC, MUE, RCMU, CCC, MCC, RC-ME, EC, IC, PMU, MUR-1, MUR-2, MUR-3, or MUR-X. Include a picture of the wall with the application materials.

A Wall Sign in a Mixed Use or Commercial Zone is not Proposed. Skip to question #3.

Is the Building a Single Story with a Single Tenant or a Multi-Story Building? Yes No

The display surface of signage may cover up to 10% of a wall. There is no limit on the number of signs allowed.

Wall Area of Tennant Space (Sq. Ft.): _____ Maximum Signage Allowed (10% of Wall Area.): _____

Identify All Existing Signs and Their Size (Attach Supplemental Sheet if Needed):

Sign #1: _____ Sq. Ft.: _____ Sign #3: _____ Sq. Ft.: _____

Sign #2: _____ Sq. Ft.: _____ Sign #4: _____ Sq. Ft.: _____

Total Square Footage of Existing Wall Signs: _____

Identify All Proposed Signs and Their Size (Attach Supplemental Sheet if Needed):

Sign #1: _____ Sq. Ft.: _____ Sign #3: _____ Sq. Ft.: _____

Sign #2: _____ Sq. Ft.: _____ Sign #4: _____ Sq. Ft.: _____

Total Square Footage of Existing Wall Signs: _____

Total Square Footage of Existing and Proposed Wall Signs: _____

Is the Building a Single Story with Multiple Tenants? Yes No

The display surface may be up to two square feet for each lineal foot of the wall.

Wall Length of Tennant Space (Ft.): _____ Maximum Signage Allowed (Wall Length X 2): _____

Display Surface Proposed: _____

One sign is allowed for each exterior wall of the tenant space (up to four).

Are there Any Existing Signs on the Wall? Yes No Number of Existing and Proposed Exterior Signs: _____

Is a Readerboard Sign Proposed? Yes No

Readerboard signs that are part of an accompanying sign shall not exceed 24 square feet in size. Readerboard signs located within window areas shall not exceed 10 square feet in size. Display Surface Proposed: _____

The design and placement of the readerboard and any associated sign shall not adversely affect vehicular or pedestrian safety.

Does the proposed readerboard comply? Yes No

Is a Wall Sign in Village Office (VO) Proposed? Yes No

Signs in the village office district shall have a maximum of two colors in addition to black and white.

Colors Proposed: _____

Except for neon signs, all illumination shall be external. Is Internal Illumination proposed? Yes No

3. Wall Signs in the IPU Zone

This section applies to wall signs in the Institutional and Public Use (IPU) District. Include a picture of the wall with the application materials.

A Wall Sign in the IPU District is not Proposed. Skip to question #4.

The display surface may be up to two square feet for each lineal foot of the wall.

Wall Length of Tennant Space (Ft.): _____ Maximum Signage Allowed (Wall Length X 2): _____

Display Surface Proposed: _____

One sign is allowed for each exterior wall of the tenant space (up to four).

Are there Any Existing Signs on the Wall? Yes No Number of Existing and Proposed Exterior Signs: _____

No more than one side is permitted for each sign. Number of Sides Proposed? _____

Is a Readerboard Sign Proposed? Yes No

Readerboard signs that are part of an accompanying sign shall not exceed 24 square feet in size. Readerboard signs located within window areas shall not exceed 10 square feet in size. Display Surface Proposed: _____

The design and placement of the readerboard and any associated sign shall not adversely affect vehicular or pedestrian safety. Does the proposed readerboard comply? Yes No

4. Prohibited Signs

The following signs are prohibited.

- A sign that interferes in any way with a traffic control sign or device or prevents clear and unobstructed view of official traffic control signs or devices or approaching or merging traffic
- A sign that contains, includes or is illuminated by any flashing or revolving, rotating or moving light or moves or has any animated or moving parts, except readerboard signs less than 24 square feet
- Lighting which is not effectively shielded as to prevent beams of light from being directed at any portion of the main traveled right-of-way of a State highway, or is of such low intensity or brilliance as not to cause glare or to impair the vision of the driver to interfere with the operations
- An obsolete sign
- Inflatable signs, permanent streamers, balloons, hulas, flags, banners, pennants, etc. or vehicle mounted signs, except holiday decorations or temporary signs
- A sign that obstructs free ingress to or egress from any door, window or fire escape, alley, drive or fire lane, or is attached to a fire escape
- A sign erected or maintained on public property or within the public right-of-way without permission of the public body having jurisdiction. This shall include signs placed on utility poles located within public right-of-way
- A sign not able to withstand wind pressure of 20 pounds per square foot of exposed surface, is insecurely erected, or constructed as a fire hazard
- A sign not maintained in a safe, neat, clean and attractive condition and in good repair
- Signs with rotating or moving parts or any portion thereof designed to move
- Roof signs
- Signs with exposed lighting or neon tubes on the sign face in residential zones
- Signs with light intensity in excess of the standards of the sign industry, as provided by the Oregon Electric Sign Association
- Hazards. No sign, light, electrical cord, streamer, flag, or other apparatus shall be situated or used in a manner which creates a hazard

Does the proposed signage comply? Yes No

5. Other Permits

Additional permits such as electrical permits with the [Building Division](#) or a [business license](#) may be needed.

All required permits, will be obtained prior to the installation of the proposed signage. Yes No

Submittal Requirements Checklist

- Picture of the Building if the Building is Already Constructed
- Building Elevations (the Side View of the Structure) Drawn to Scale with the Proposed Signage
- Site Plan Map (Birds Eyes View) with the Wall of the Proposed Signage Identified

How to Measure Your Sign

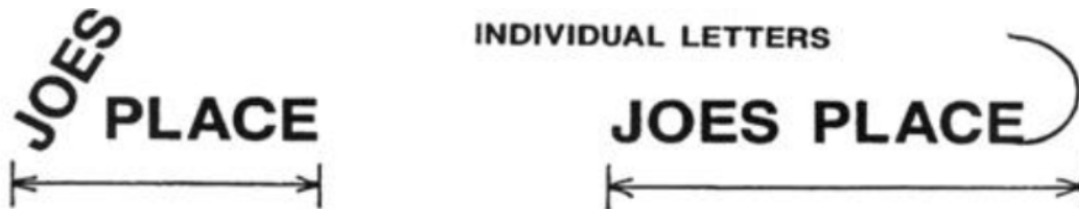
Height of Sign Face. The measurement shall be from the lowest point to the highest point of the sign face, including any projection, decoration, individual letters, cabinet or trim of the sign face.



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Width of Sign Face. The measurement shall extend from the outer edges side to side and shall include any projection, decoration or trim of the sign face.

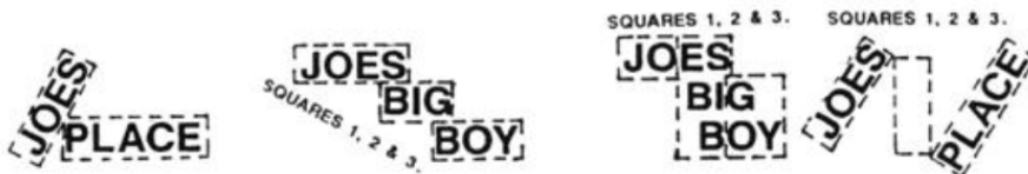


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Sign Face Area. The measurement shall enclose the sign face, including any projections, decoration or trim of the sign face, within not more than three squares or rectangles or both which touch and sum of the areas. The squares or rectangles may be rotated. The minimum dimension of a square or rectangle connecting two sign faces is one foot.

INDIVIDUAL LETTERS



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