



City of Redmond  
 411 SW 9<sup>th</sup> Street  
 Redmond, Oregon 97756  
 Phone 541-923-7721  
 FAX 541-548-0706

# Sign Permit Application

For Billboard Relocations use Conditional Use Application

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Building Permit #:** \_\_\_\_\_ **File #:** \_\_\_\_\_ **S**

**\*Signs requiring building permit must obtain fees from Building Dept\***

Application Type	Planning Fee	LRP Surcharge	Engineering Fee	ELRP Surcharge	Total Fee
Sign Permit	\$160.68	\$11.25	\$0.00	\$0.00	\$171.93

Business Name \_\_\_\_\_ Owner/Manager \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_ Email \_\_\_\_\_

Business License Number \_\_\_\_\_

**(No person shall carry on any business, trade, occupation, profession, calling, or transact any business without first paying in advance the business tax and obtaining a business license per City Code 7.014)**

Sign Contractor \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Email: \_\_\_\_\_ UL Listing # \_\_\_\_\_ UL Sign # \_\_\_\_\_

Electrician \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ License # \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Sign Owner \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

and HOA Authorized Signer (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

## PROPERTY DESCRIPTION

Legal Description - T15S, R13E, Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Present Zoning \_\_\_\_\_ Present Land Use \_\_\_\_\_

## INFORMATION ABOUT YOUR SIGN

Are there any existing signs on the property? YES  NO

If so, will any be removed upon placement of this sign? YES  NO

Wall Sign: _____	Size _____ X _____	Building Façade Dimensions _____ X _____
Second Wall Sign _____	Size _____ X _____	Building Façade Dimensions _____ X _____
Free Standing Sign _____	Size _____ X _____	Height _____ Road Frontage _____
Ground Mounted Sign _____	Size _____ X _____	Height _____ Road Frontage _____
Projection Sign _____	Size _____ X _____	Height _____ Sidewalk Clearance _____
Awning/Canopy _____	Size _____ X _____	Height _____ Sidewalk Clearance _____
Directional Sign _____	Size _____ X _____	Number of directional signs _____
Other 1: _____	Size _____ X _____	Other 2: Size _____ X _____

Building Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Planning Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_



## CHECKLIST

### **REQUIRED ITEMS TO BE SUBMITTED FOR PLANNING SIGN PERMIT APPLICATION**

- Completed Application.
- Application Fee(s).
- One (1) copy of all sign plans, drawn to standard industry scales.
- Building Permit Application (if required, submitted with Planning Sign application)
- Title report or other documentation of ownership for affected property
- 8.1010 Applications for development actions or land use actions shall: D. Be filed with a narrative statement or Burden of Proof, that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making;

### **SITE PLAN**

- Dimensioned site plan which includes the property line dimensions and distance of existing and proposed signs from each property line and driveway or drive aisle. (Note: the property line is not the same as the edge of the street or sidewalk)
- Exterior building dimensions.
- Street names and locations of streets, curbs, and sidewalks adjacent to the site.

### **EXTERIOR ELEVATIONS**

- Dimensioned building elevation with proposed signage, drawn to standard scale. Show length and height of building, sign dimensions, and height of sign above grade.
- Detailed dimensioned sign elevation drawn to scale with materials and colors indicated.
- Section detail of sign including mounting and electrical details. Include depth dimension of sign.

### **The following criteria shall be used in measuring a sign to determine compliance with these standards:**

**Sign Area:** Area within any perimeter which encloses the limits of any writing, representation, figure, emblem or character. The area of a sign having an irregular shape shall be computed by enclosing the surface area within a known geometric shape or shapes. The area of all existing signs, whether conforming or non-conforming, shall be counted in establishing the permitted sign area of all new signs to be allowed for an individual business or site. Where a sign is three-dimensional, round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area.

**Clearance:** Clearance is measured from the average grade at the base of the sign to the lowest point of the sign.

**Height:** Height is measured from the grade of the curb or pavement line closest to the base of the sign to the highest point of the sign.

**Area of front building facade or tenant space:** The area of the front building facade or tenant space shall be computed by multiplying the width of the building frontage or tenant space by the height of the building frontage or tenant space. False fronts and mansard roofs may be included when calculating the area of the building facade.

**Length of Street Frontage:** The length of the street frontage(s) where vehicular accesses are located.