



Sign Permit Application: Temporary Sign

This application is intended to be submitted to the Planning Division for a temporary sign. Temporary signs may include board signs, canvas signs, plastic signs, inflatable signs, banners, flags, balloons, pennants, streamers, etc. **One application is required for each sign.** 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: _____ **Company:** _____

Phone: _____ **Email:** _____

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

Name of Development/Business: _____ **Zoning:** _____

Location of Sign: _____

Sign Proposed: Board/A-Frame Canvas Plastic Inflatable Banner
 Flag Balloons Pennants/Streamers Other: _____

1. General Standards

Signs may not be located or extend into or over public right-of-way or into the clear vision area (the triangular area extending 25 feet from the intersection at a height of 30 inches or more measured from the top of curb or street centerline elevation when there is no curb). Special event banners may be allowed as authorized by the City Engineer.

Is the Sign Proposed in the Right-of-Way or Clear Vision Area? Yes No

Signs 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

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

Signs may not be internally or externally illuminated. Is the Sign Internally or Externally Lit? Yes No

Signs shall be maintained and kept neat and clean. Materials may not be allowed to fade, tear, rip or otherwise become unsightly during the period of installation. Will the Sign Comply? Yes No

Signs may not be attached to fences, trees, shrubbery, utility poles, or like items.

Will the Sign be Attached to a Fence/Tree/Shrub/Utility Pole or Similar? Yes No

Signs may not obstruct or obscure primary signs on adjacent premises or create a traffic hazard because of distractive character to motorists of any such device or the cumulative effect of all such devices. Will the sign Comply? Yes No

The sign may be up to 32 square feet for all sign faces.

Size of Each Sign Face: _____ Total Size of Sign: _____

2. Temporary Sign in a Residential Zone

This section applies to temporary signs in residential zones such as MUR, VTH, R-5, R-7, R-8.5, R-10, R-15, R-20, or R-40.

A Sign in a Residential Zone is not Proposed. *Skip to question #3.*

Up to one temporary sign is allowed. Number of Existing and Proposed Temporary Signs: _____

Sign may be displayed up to 60 days. Temporary political signs are recommended to be limited to 30 days prior to any given election to seven days post the election outcome. Date of Sign Removal: _____

3. Temporary Signs Not in Residential Zones

This section applies to temporary signs not in residential zones.

A Sign Outside of a Residential Zone is not Proposed. *The application is complete.*

Sign may be displayed up to 120 days. Temporary political signs are recommended to be limited to 30 days prior to any given election to seven days post the election outcome. Date of Sign Removal: _____

Submittal Requirements Checklist

- Sign Elevations (the Side View of the Sign) Drawn to Scale
- Site Plan Map (Birds Eyes View) with the Location of the Signage and All Other Existing and Proposed Signs

Signs Not Requiring a Permit

The following signs do not require a sign permit:

- *One sign per street frontage where the display surface area does not exceed six square feet per sign face;*
- *Window signs, up to nine square feet, situated on the indoor side of a window or door;*
- *Signs attached to, or carried by, a person;*
- *Signs required by law or legal action, including, but not limited to, signs warning of hazardous or dangerous conditions on a premises and land use application and hearing notice signs.*
- *The following signs in a residential or institutional zoning district which are not illuminated:*
 - *Signs required by law or legal action including, but not limited to, signs warning of hazardous or dangerous conditions on a premises and land use application and hearing notice signs; and*
 - *Four temporary signs where the display surface area does not exceed six square feet per sign face and sign height does not exceed six feet. A person or entity selling a property or advertising a public election shall remove temporary signs 12 days within the closing of the sale, all other temporary signs shall be removed 12 days after placement.*