



Sign Permit Application: Monument Sign

This application is intended to be submitted to the Planning Division for a monument sign. **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: _____ Address: _____

Phone: _____ Email Address: _____

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

Name of Development: _____ Zoning Designation: _____

Location of Sign: _____

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 restricted within a public utility easement (PUE) and must get approval from the City Engineer and PGE if sign is proposed that encroaches into the PUE.

Will the sign be located in or project into a PUE? Yes No

Signs may not be located within the dripline of an existing tree.

Will the Sign be Located within the Dripline of an Existing Tree? 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: _____

There may be additional restrictions on sign placement within designated sight distance easements or in other areas where the proposed sign restricts driver sight distance less than allowed per the City's Engineering Design and Standards Manual.

Will the sign be placed within a known sight distance easement or otherwise have the potential to restrict driver's sight distance? Yes No

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: _____

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 milliampere 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. Prohibited Signs

The following signs are not allowed.

- Billboards
- 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
- A sign in excess of three square feet, located upon a tree, or painted or drawn upon a natural feature
- 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
- 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
- Electronic display signs or readerboards, including any video display board of television quality in which the rate of change is electronically programmed that exceed 24 square feet in size, unless otherwise authorized.

Are any prohibited items proposed? Yes No

3. Monument Sign in a Residential Zone

This section applies to monument signs in 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 #4.

The sign must be a permanent monument sign. Is the sign permanent? Yes No

The sign must be located in a recorded subdivision or planned unit development.

Name of Development: _____

The sign must be located on in one of the following locations:

- Private Property at a Subdivision Entrance
- On a Private Median Island Tract within the Public Right-of-Way

Only one sign per public street entrance is allowed. Is there another existing or proposed sign? Yes No

No more than two monument signs are allowed per development. Number of other existing or proposed signs? _____

The height of monument signs is limited and must meet visibility requirements. Signs on private property may be up to six feet in height and signs located in a private median tract may be up to two and a half feet. Sign Height Proposed: _____

Signs shall comply with the clear vision requirements at the intersection of any two streets. The clear vision zone is the triangular area beginning at the intersection of the projected right-of-way lines and extending 25 feet along each leg of the intersection. No sign may be placed within the clear vision zone that would impede visibility between the height of 30 inches and 10 feet as measured from the top of curb, or in the absence of curb, from the established street centerline elevation.

Does the Sign Comply with Clear Vision Requirements? Yes No

When a sign is located in a private median tract, the width of the sign shall not exceed 50% of the width of the median measured from curb to curb or, where there is no curb from edge of pavement to edge of pavement, provided the area limitation below is met, and it shall be centered in the median. Does the Sign Comply? Yes No

Signs may be affixed to a masonry fence except for subdivision signs located in a private tract median island within a public right-of-way. Will the sign be affixed to a masonry fence? Yes No

Sign face area may be up to square feet. Sign Face Area Proposed: _____

Sign may be up to 20 feet in length. Sign Length Proposed: _____

Indirect illumination is allowed, unless the sign is located in a median, in which case no illumination is allowed. Is illumination proposed? Yes No

There shall be a minimum of 100 feet separation from other development signs and all other permanent signs, with the exception of directional signs. Is there Another Development Sign or Permanent Sign within 100 feet? Yes No

4. Monument Sign in Mixed Use, Commercial Zones, or Industrial District

This section applies to monument signs in VO, VC, MUC, MUE, RCMU, CCC, MCC, RC-ME, EC, IC, PMU, MUR-1, MUR-2, MUR-3, or MUR-X.

A Sign in a Mixed Use, Commercial or Industrial District is not Proposed. Skip to question #5.

A monument or freestanding sign is allowed for each street frontage of at least 30 feet in length.

Are there other monument or freestanding signs associated with the frontage? Yes No

Length of Frontage: _____

No sign shall be permitted on the same frontage where there is a projecting or roof sign.

Is there a projecting or roof sign on the same frontage? Yes No

Monument and/or freestanding signs must be separated by a minimum of 50 feet.

What is the closest existing or approved monument or freestanding sign? _____

Signs may be larger along larger frontages.

Length of Frontage	Maximum Area per Sign Face	Maximum Display Area
30' - 50'	25 square feet	50 square feet
50' - 199'	50 square feet	100 square feet
200'+	100 square feet	200 square feet

Frontage: _____ Size of Each Sign Face: _____ Total Display Area: _____

A minimum clearance of 10 feet from is required over pedestrian or vehicular areas and 14 feet over areas of truck access.

Clearance Proposed Over Pedestrian/Vehicular Areas: _____

Clearance Proposed Over Truck Access: _____

The greatest horizontal dimension may be up to 20 feet.

Maximum Horizontal Dimension: _____

The sign may be up to 10 feet above grade, plus one foot per 10 feet of street frontage, or portion thereof, in excess of 200 feet abutting the sign location. In no event shall any sign exceed 15 feet in height.

Sign Height: _____ Frontage: _____

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

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

5. Monument Signs in the IPU Zone

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

A Sign in the IPU District is not Proposed. Skip to question #6.

Monument signs shall be erected on grade or set into a hillside. If the monument sign is supported by a pole, the sign shall extend down to within four inches of grade to cover the pole so that no more than four inches of the pole is visible.

Does the Sign Comply? Yes No

No more than two sides are allowed. Number of Sides: _____

Signs shall not extend any higher than six feet above grade. Maximum Height: _____

Signs shall not exceed 60 square feet in area. Total Square Footage of All Sides Proposed: _____

Only indirect or internal illumination is allowed. Is external illumination proposed? Yes No

Signs shall be placed in accordance with the clear vision area. Does the sign comply? Yes No

One monument sign per street frontage is allowed.

Is there another monument sign existing or proposed along the same frontage? Yes No

No monument sign may be constructed along the same frontage as a freestanding sign.

Is there a freestanding sign along the same frontage? Yes No

6. Vacant & Undeveloped Property

Any sign larger than four square feet on an undeveloped lot or parcel of property other than temporary signs is not allowed.

What is the Use of the Site: _____

7. Other Permits

Additional permits such as an electrical permit 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

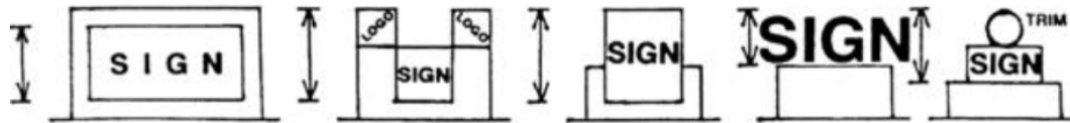
- Sign Elevations (the Side View of the Structure) Drawn to Scale with the Proposed Signage
- Site Plan Map (Birds Eyes View) with the Location of the Signage and All Other Existing and Proposed Signs

How to Measure Your Sign

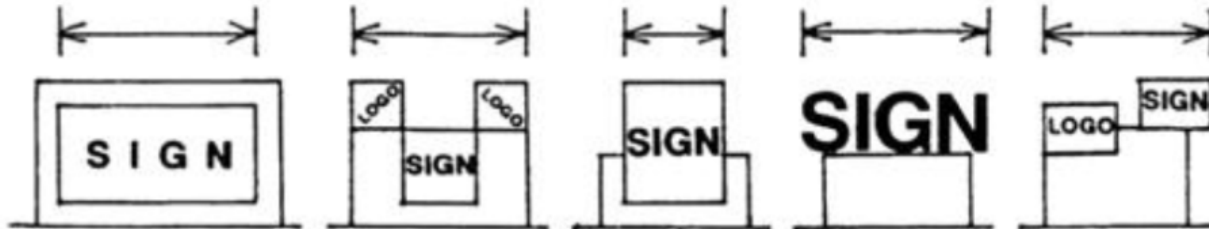
Height of Sign. The measurement shall be from the grade to the highest point of the sign, including the sign face, structure and any projection, decoration or trim of the structure.



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

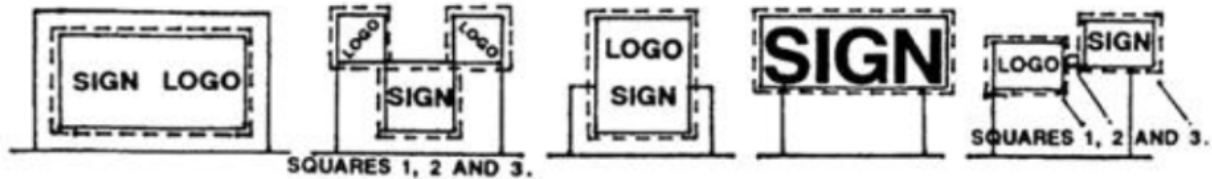


Width of Sign Face. The measurement shall be from the outer edges side to side and include any projection, decoration, or trim of the structure.

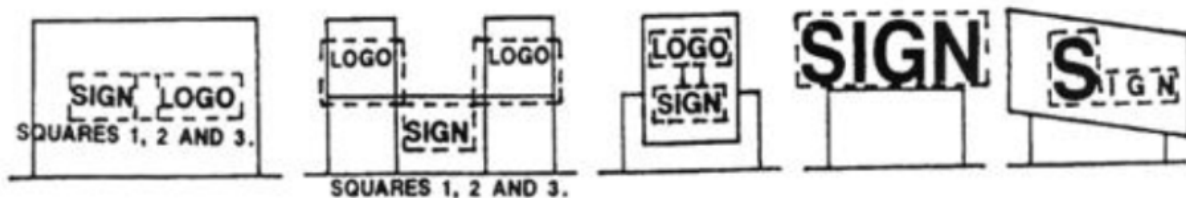


Sign Face Area. Only one side of the sign shall be measured. When the sides of a double-sided sign are not equal, the larger side shall be measured. The measurement shall enclose the sign face, including any projection, decoration or trim of the sign face, within not more than three squares or rectangles may be rotated. The minimum dimensions of a square or rectangle connecting two sign faces is one foot.

CABINETS



INDIVIDUAL LETTERS



On-site Separation Between Signs. When freestanding signs are required to be separated by a specific distance from each other, the distance shall be measured beginning at the center of the footprint of one sign, then measuring by the shortest route to the nearest property line, then along the property line to the point on the property line nearest to the second sign and then by the shortest route to the center of the footprint of the second sign. If the above directions result in two or more different measurements, the shortest shall be used.

