



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

Planning Review for Signs on Private Property

Staff Use Only

Planning Division Approval By: _____ Date: _____

Planning File #: _____ Review Fee: _____

Building Permit #: _____ Sign Label (for sign packages): _____

For information regarding processes, building/electrical permit requirements, fees, etc., contact:

Planning at 503-722-3789 or ocplanning@orccity.org and

Building at 503-722-3789 or permits@orccity.org.

Refer to **Section 15.28** of the Oregon City Municipal Code to complete this form.

Application packet must include the following in electronic format (pdf):

1. This application form,
2. A completed sign construction cost estimate sheet,
3. A scaled drawing or picture of the sign including dimensions,
4. A site plan map of the proposed sign location including all property lines, structures, streets, and sidewalks,
5. *For Wall Signs*: An elevation of the wall including location, dimensions, and square footage of existing signs as well as the length of the entire building wall (not tenant space),
6. *For Freestanding Signs*: A site plan with the location of any existing projecting, roof, and free-standing signs on the site.

Applicant(s):

Applicant(s) Signature: _____ Date: _____

Applicant(s) Name Printed: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Owner(s):

Property Owner(s) Signature: _____ Date: _____

Property Owner(s) Name Printed: _____

Mailing Address: _____

Phone: _____ Email: _____

TYPE OF SIGN (select one)

- ☐ Free-Standing Sign: A sign wholly supported from the ground by its own integral structure, e.g. monument sign or pylon sign.
- ☐ Wall Sign: A sign that is attached to the wall of a building and extends no more than twelve inches from a wall.
- ☐ Projecting Sign: A sign projecting more than one foot from the wall of a building.
- ☐ Roof Sign: A sign constructed or maintained wholly upon or over the roof of any building with the principal support on the roof structure.
- ☐ Ancillary Sign: A sign that is not freestanding, incidental freestanding, wall, roof, or projecting sign, e.g. A-frame signs or banners.

1. General

Address for Proposed Sign: _____

Zoning: _____ Land Use: _____ Business Name: _____

Is this a conditional use in a residential zone (e.g. church, school, assisted living facility)? ☐ Yes ☐ NoIs the sign on a historically designated structure? ☐ Yes ☐ NoIs this sign part of a sign package? ☐ Yes ☐ No**2. EXISTING WALL AND PROJECTING SIGNS**

Location of Existing Wall/Projecting Signs: _____

Size of Existing Wall/Projecting Signs: _____

☐ Not applicable—no existing wall/projecting signs; or existing wall/projecting signs will be removed.**3. EXISTING FREESTANDING SIGNS**

Location of Existing Wall/Projecting Signs: _____

Size of Existing Wall/Projecting Signs: _____

☐ Not applicable—no existing freestanding signs; or existing freestanding signs will be removed.**4. DIMENSIONS**

*The sign face includes the area within a perimeter enclosing the limits of lettering, writing, representation, emblem, figure, character and lighted surface, but excluding essential sign structure, foundations, or supports. Where a sign is of a three-dimensional, round, or irregular solid shape, the largest cross-section shall be used in a flat projection to determine the sign's face. Refer to **OCMC 15.28.050** – Measuring Sign Dimensions for further instructions.*

Sign Width: _____ Sign Height: _____ #of Sign Faces: _____

Sign Face Area: _____ sq ft

Distance to Property Line: _____ Clearance from Ground: _____

For Wall and Projecting Signs:

Linear length of the building or tenant space wall on which the sign will be located: _____

5. LIGHTING

Is the Sign Illuminated? ☐ Yes ☐ No

If yes, Type of illumination (*Internal, external, electronic message board, etc.*): _____

Will the sign project into the Right-of-Way? ☐ Yes ☐ No

If yes, the sign will project _____ ft. _____ in. into the Right-of-Way.

6. CONSTRUCTION COSTS

The cost of the Planning Division review for Signage is based on the construction cost of the project. The construction costs are defined as all costs to complete the project, including soft costs. The estimate excludes interior furniture or moving expenses.

Section 1- Construction Costs

Design Work	\$
Site Prep	\$
Consultants	\$
Excavation	\$
Utilities	\$
Foundation	\$
Landscaping	\$
Other	\$
TOTAL Section 1	\$

Section 2 - Permits

Building	\$
Electrical	\$
Mechanical	\$
TOTAL Section 2	\$

Section 3 - TOTALS

Section 1 Total	\$
Section 2 Total	\$
GRAND TOTAL	\$