



## 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](mailto:ocplanning@orccity.org) and  
Building at 503-722-3789 or [permits@orccity.org](mailto: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	\$
<b>TOTAL Section 1</b>	\$

### Section 2 - Permits

Building	\$
Electrical	\$
Mechanical	\$
<b>TOTAL Section 2</b>	\$

### Section 3 - TOTALS

Section 1 Total	\$
Section 2 Total	\$
<b>GRAND TOTAL</b>	\$