



Minimum Fee \$20
 Maximum Fee \$50
 Conditional Use Fee \$ _____

CITY OF PENDLETON

Planning Department (541) 966-0204 Fax (541) 966-0251
 500 SW Dorion Avenue, Pendleton, OR 97801

SIGN PERMIT APPLICATION

File No. _____ Fee _____

NOTICE TO APPLICANT: Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees. Failure to provide complete and/or accurate information may result in delay or denial of your request.

Not all signs are permitted outright. Your choice of sign may require conditional use approval, ODOT approval, or other authority approval. Signs requiring further review and approval require additional fees. Applicant is encouraged to review application process, sign ordinance, and River Quarter Plan on website (www.pendleton.or.us), and to speak with a permit clerk **prior** to purchase, manufacture, placement, or any type of financial obligation. **Failure to obtain an approved sign permit prior to any type of financial obligation does not remove the necessity of conforming to current ordinance language. City is not obligated to adjust fees or regulations if any type of financial obligation is made prior to obtaining an approved sign permit.** Signage regulations within the River Quarter (SW Court Ave) are different from signage regulations within the remainder of the City. **_____ initial read**

Please PROVIDE a diagram with the application showing the site, building, street(s), striped parking area(s), building entrance, setback distances, sidewalk depth/width, and ALL proposed and existing signs on this lot, not just those proposed in this application.

APPLICANT _____

Mailing address _____

Phone _____ Fax _____ Email _____

Signature _____ Date _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ Fax _____ Email _____

Signature _____ Date _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

SITE LOCATION AND DESCRIPTION

Tax Map #(S) _____ Tax Lot #(s) _____ Zoning _____

Site Address _____ Speed limit of adjacent road _____

Building Dimensions (width and depth of building) _____ Building applications open for this site _____

Distance of building from front property line _____

Distance of proposed sign from nearest sign _____ *No sign may block the view of another sign for a distance of 200 feet.*

Distance from proposed sign to nearest power line and/or tree _____

If a billboard, have you received ODOT allowance to locate along I-84? _____

How many billboards are located within a one-mile distance (east-west/north-south) from proposed site of billboard? _____

Have all non-conforming signs been removed from this site? _____

OFFICE USE ONLY

- | | | |
|---|---|--|
| <input type="checkbox"/> Historic District | <input type="checkbox"/> Central Area Parking District | <input type="checkbox"/> River Quarter Overlay |
| <input type="checkbox"/> Building Permit required | <input type="checkbox"/> Electrical Permit required | <input type="checkbox"/> Vision clearance obstruction? |
| <input type="checkbox"/> Administrative review | <input type="checkbox"/> Discretionary review – Planning Commission hearing | |

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

This institution is an equal opportunity provider and employer.

Accepted as complete _____

Approval by & Date _____

Sign Requirements (1), (6)			
Zone (map 1)	District (map 2)	Type	Notes
C-1	A	Freestanding	32sf
C-2		Ground	32sf
C-3		Projecting	(3)
M-1	<30 mph	Other*	(4)
M-2		Facelift	(5)
C-1	B	Freestanding	64sf
C-2		Ground	64sf
C-3		Projecting	(3)
M-1	31-54 mph	Other*	(4)
M-2		Facelift	(5)
C-1	C	Freestanding	128sf
C-2		Ground	128sf
C-3		Projecting	(3)
M-1	Interstate 84	Other*	(4)
M-2		Facelift	(5)

- (1) The sign requirements set forth are for Principal Signs only; Secondary Signs' area shall be equal to fifty (50%) percent of that permitted for a Principal Sign of that business.
- (2) For each five (5) square feet of landscaping* installed at the base of the sign (entirely within private property), two (2) square feet of additional face area shall be permitted up to a maximum of additional fifty (50%) percent of Sign Face Area. A sign owner/user may choose to transfer twenty-five (25%) percent of the allowable incidental sign area to the Principal Sign. In such a case, landscaping shall not be employed to further increase the allowed sign face area. (*The installation of live vegetation for beautification.)
- (3) The allowable sign face is as set forth in Section 4.03F of this Ordinance.
- (4) Two (2) square feet per each linear foot of business frontage upon which the sign is to be erected.
- (5) Twice the allowable wall face area.
- (6) When a business erects principal or secondary signage with a face area less than that allowable, the excess square footage may be added to the incidental sign area allowed for said business.

Calculating signage allowance

Sign District A (<30mph) **Sign District B (31-54mph)**

Building frontage 100 feet	Building frontage 100 feet
Square footage = 4000sf	Square footage = 4000sf

Wall signs:
2sf per linear foot = 200sf

Freestanding/Ground Sign:
Sign District A = max 52sf*
Incidental signs:
4000sf/100 = 40sf

Wall signs:
2sf per linear foot = 200sf

Freestanding/Ground Sign:
Sign District B = max 64sf*
Incidental signs:
4000sf/100 = 40sf

*Max 50% increase with live landscaping at base of sign

Corner lots may receive two signage allowances provided a sign is to be erected along each public right-of-way.

Railroad ROW or visibility from another street does not constitute frontage.

Linear Building Frontage (feet) _____ **Secondary Linear Building Frontage (feet)** _____

Existing & Proposed Sign(s), AS SHOWN ON ATTACHED SITE PLANS

Existing Wall	Sign height	Sign width	Sign area	Animation/Illumination?
Existing Freestanding/Ground	Sign height	Sign width	Sign area	Animation/Illumination?
Existing Incidental/Exempt	Sign height	Sign width	Sign area	Animation/Illumination?
Proposed Wall	Sign height	Sign width	Sign area	Animation/Illumination?
Proposed Freestanding/Ground	Sign height	Sign width	Sign area	Animation/Illumination?
Proposed Incidental/Exempt	Sign height	Sign width	Sign area	Animation/Illumination?

- Building Permit required if sign weighs more than 200lbs and projects more than 2ft from exterior building face. Or if freestanding sign, it reaches a height 6ft or more from the ground to the top of the sign.
 - Site Plan to include placement of signs and sign structures on lot and buildings; dimensions from property lines, windows, doors, retaining walls, streets, driveways, power poles, and existing signs and structures.
- Certain types of signs are permitted outright, conditionally, or prohibited. See Ordinance 2775 for full details.**

Approval Signature Issuing Permit _____ Date _____

Conditions: _____

The City does not regulate sign content, except content relating to activities that are illegal under any State or Federal law. Any sign containing potentially questionable or objectionable content, whether text- or image-based, is the sole responsibility of the creator/business/property owner. Applicants should be aware of any deed restrictions or covenants in effect on a property. It shall be the sole responsibility of the applicant to research said deed restrictions or covenants and determine if they prohibit or regulate signage.