



## Tillamook Urban Renewal Agency Blade Sign Grant Program

---

### Program Guidelines and Standards

Blade signage is primarily pedestrian-oriented. The size, lettering, and placement of signs were, for the most part, designed to attract the attention of foot and slower-moving traffic. Projecting signs tend to be relatively small, frequently rectangular in shape and constructed of wood.

#### **Purpose:**

The Tillamook Urban Renewal Agency (TURA) has implemented a Blade Sign Grant Program to:

1. Enhance the exterior condition of businesses in the Tillamook Urban Renewal District.
2. Restore the historic character of buildings within the district.
3. Improve private assets of the District by revitalizing distinctiveness and integrity of downtown structures.

#### **Eligible Improvements:**

1. Blade signs appropriate for the façade improvement and architecture.
2. Non-illuminating signs that are compatible with other buildings on the block and that conform to the standards of the Tillamook City Code.
3. Sign removal, replacement, or repair.
4. Installation, repair, or replacement to existing blade signs.

#### **Ineligible Projects:**

1. Structural improvements.
2. Removal of architecturally important features.

#### **Application Process:**

In order to receive a Blade Sign Grant the building owner, or tenant approved by the building owner, shall proceed with the following:

1. Review the design guidelines.

2. Complete and submit the Blade Sign Grant Application forms, including necessary permits.
3. Submit cost estimates for the proposed blade sign. Bids must be provided if the work is being done by a contractor.

### **Applicants Responsibilities:**

Applicant shall be responsible for payment of all permits and fees required by City Ordinance and Code, and Tillamook County Community Development sign requirements.

### **Conditions of Approval:**

Design review will be completed by the TURA Proposal and Justification Committee and will be performed in order of submission. Approval will be contingent upon available funds. The following criteria must also be met:

1. Blade sign must be placed on property within the TURA District.
2. Blade sign must conform to the standards of the Tillamook Zoning and Development Code and the Tillamook Town Center Plan.
3. Properties must be up to date on all municipal taxes, including Business License Registration.
4. Conditions of Approval may be developed by TURA Board and shall be attached to the application.
5. Funding is limited to one grant per business/storefront, per 12 month period.

### **Approval Procedures:**

1. Upon receipt of all application materials described above, City staff will set a review meeting with the TURA Proposal and Justification Committee which will take a recommendation to the full Board.
2. The Board will then make a decision based upon the character of the proposed design and its compliance with the design standards of the Tillamook Town Center Plan.
3. If approved, City staff will contact the applicant and installation may begin after the Grant Approval Agreement is signed by the applicant. If not approved, the TURA Board will provide a written record of reason(s) for rejection. The Board may also include recommendations for steps that may be taken to receive approval.
4. Successful applicants must sign the Blade Sign Grant Approval Agreement.

## Payment Procedures:

1. Installation may begin only after the application is reviewed by the TURA Proposal and Justification Committee and referred to the TURA Board for approval. Any work done prior to formal approval will not be eligible for grant reimbursement.
2. Grants will be issued only after construction is complete. Projects must be completed within twelve (12) months of approval by the Tillamook Urban Renewal Agency. Upon completion of a project City staff must be contacted for a site inspection. If the inspection finds that the project complies with all standards and conditions above and, with the pre-approved plans submitted with the application, TURA shall provide funding as follows:
  - A. One hundred percent (100%) of the total cost of the bracket and installation up to a maximum contribution of Two Hundred dollars (\$200.00). TURA will retain full ownership of the bracket installed.
  - B. Fifty percent (50%) of the cost for the sign up to a maximum contribution of Two Hundred Fifty dollars (\$250.00); and,

If a contractor is used, a written invoice must be provided to the TURA Contract Committee before funds will be granted. If a contractor is not used, receipts must be provided to the Contract Committee before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds shall then be dispersed within fifteen (15) days from the date of invoice receipt.

## Additional Information:

**Signs:** Projecting signs (those signs placed perpendicular to the building façade) may be attached to the wall surface or hung from the underside of a marquee, balcony, or awning.

The total aggregate area for all projecting signs on a building shall not be greater than one (1) square foot for each lineal foot of building frontage. In the case of more than one frontage, the frontage having an entrance/exit open to the general public shall be used to determine building frontage. The sign designs shall be reviewed by the Streetscapes Committee and recommended to the TURA Board for approval.

- A. Rectangular, straight-edged, and oval signs are the preferred shape for signs; however, signs with highly stylized, curvilinear edges are encouraged if they are designed in a 1930/1940's motif.
- B. Sign graphics shall be carved, applied, painted, or stained.

C. Sign graphics shall be simple and bold.

D. The number of colors used on signs shall be minimized for maximum effect. Six (6) colors including the background color is the maximum. Fluorescent colors are not allowed.

E. When lighting is used for signs, only subdued and shielded lighting that is focused on the sign shall be allowed. No inside illuminated signs or reader-board signs shall be allowed.

**Installation:** Installation of projecting signs shall be compatible with the architecture of the building and shall be below the sill of the second story windows or below the roof line, eave, or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight (8) feet from the ground level.

A. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; obstruct any required light or ventilation, and shall provide adequate vision clearance.

B. Any projecting sign shall be located no less than eight (8) feet above the sidewalk as measured from the bottom edge of the sign.

C. All installation of projecting signs and brackets shall be in compliance with the Tillamook Town Center Plan and Zoning Ordinance, Section 24, Signs Standards and Requirements.

It is recommended that the applicant discuss their project with the Board or Proposal and Justification Committee prior to submitting an application. Questions and applications shall be submitted to:

Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, OR 97141  
503-842-2472 ext. 3463



**Tillamook Urban Renewal Agency  
Blade Sign Grant Program**

---

**Blade Sign Grant Application**

Date Submitted \_\_\_\_\_

**Applicant Information:**

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Assessor Tax Lot Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Building Owner

Tenant

**Building Owner Information (if different from applicant):**

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Owner is aware of the application

Owner has endorsed the application

**I have reviewed the following document(s), as it pertains to my application:**

Tillamook City Zoning Ordinance, Section 24, Sign Standards and Requirements

Tillamook Town Center Plan



**Tillamook Urban Renewal Agency  
Blade Sign Grant Program**

**Please submit the following information with your application:**

- Photographs clearly showing existing area of placement of the sign;
- A written description of the proposed sign (see attached);
- Drawings or sketches showing the proposed sign and placement. Exact samples of paint, colors and materials (please attach);
- A cost estimate from a contractor (if used), including contact information for the contractor (please attach information);
- Written consent from the property owner, if owner is different from applicant (please see attached).

**Project Start Date** \_\_\_\_\_

**Expected Completion Date** \_\_\_\_\_

**Total Estimated Cost of Project** \_\_\_\_\_

**Grant Amount Requested** \_\_\_\_\_

---

*I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon, the City of Tillamook and the Tillamook Urban Renewal Agency.*

**Signature of Applicant** \_\_\_\_\_





**Tillamook Urban Renewal Agency  
Blade Sign Grant Program**

**Property Owner Consent Form:**

I, \_\_\_\_\_ (“Property Owner”), certify that I own the property located at \_\_\_\_\_ (“Address”) in Tillamook, Oregon and that I have reviewed the application by \_\_\_\_\_ (“Applicant”) for participation in the Tillamook Urban Renewal Agency’s Blade Sign Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I fully support this application and further certify that the Applicant holds a valid lease for \_\_\_\_\_ months, expiring on \_\_\_\_\_.

Date & Signature of Property Owner

\_\_\_\_\_

Printed Name of Property Owner

\_\_\_\_\_

Mailing Address of Property Owner

\_\_\_\_\_

\_\_\_\_\_

Telephone Number of Property Owner

\_\_\_\_\_

Return to:

City of Tillamook  
Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, OR 97141  
503-842-2472



**Tillamook Urban Renewal Agency  
Façade Grant and Grant-Loan Program**

**Approval Agreement and Receipt of Funding**

**Applicant's Name:** \_\_\_\_\_

**In consideration of the receipt of funding from TURA:**

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.
2. I understand that an inspection of the project must be performed by TURA Contract Committee upon completion of the project.
3. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.
4. If attached, I understand and agree to "Conditions of Approval" as developed by the TURA Board.
5. I agree to complete all improvements within one year of approval from the TURA Board. Any time extension must be filed and approved the TURA Board.
6. I waive and relinquish all claims, demands, and liabilities, past, present or future, of any nature against all officers, directors, members, agents and employees of TURA ("Indemnified Persons") arising from, related to or connected with the Grant or Loan and agree to indemnify and hold harmless each Indemnified Person from and against all claims, demands, and liabilities arising from, related to or connected with the Grant or Loan or the use, occupation, or implementation of the project.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TURA Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

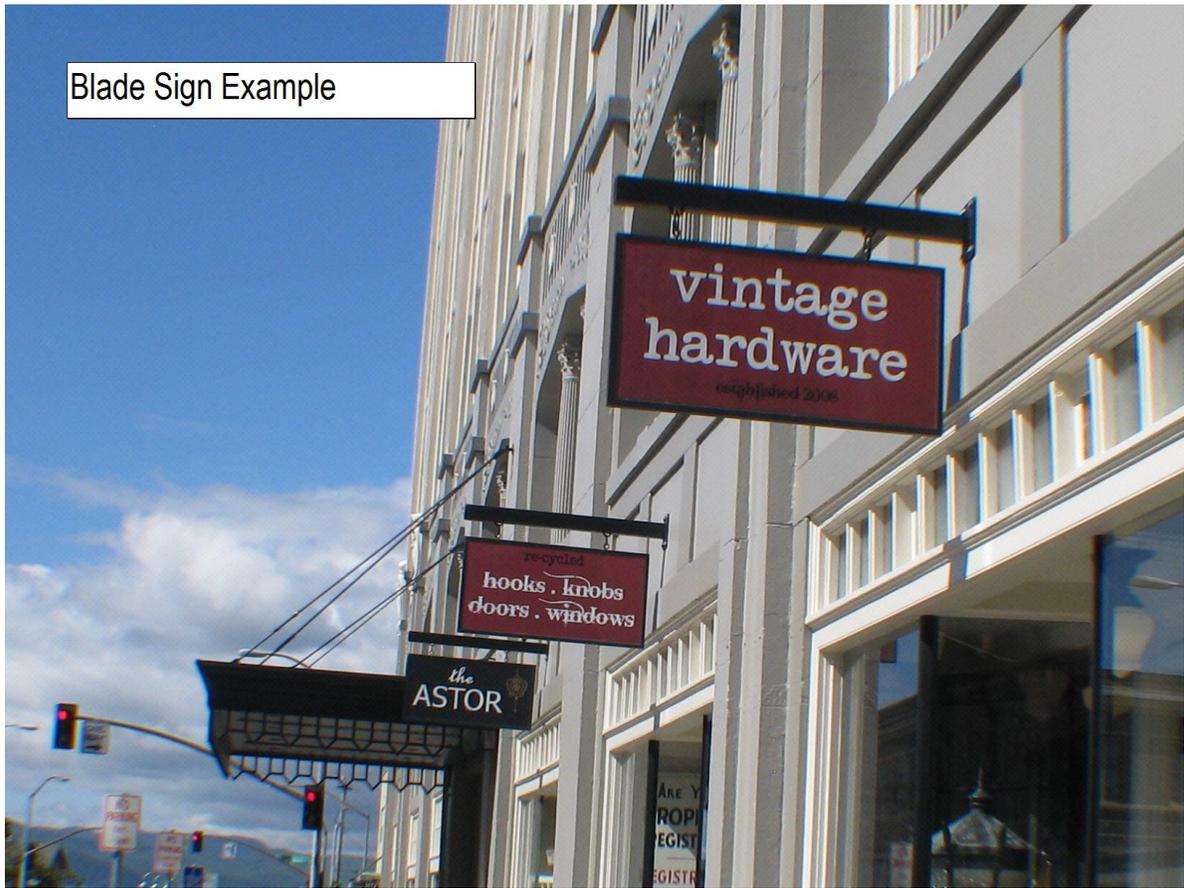
\*\*\*\*\*

**I acknowledge receipt of Grant or Loan funding in full.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return to:  
Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, OR 97141  
503-842-2472

Blade Sign Example



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>																	
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>												
<b>Employer identification number</b>																	
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> </tr> </table>									<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> </tr> </table>								

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

# CITY OF TILLAMOOK SIGN PERMIT APPLICATION

City of Tillamook Planning Department  
 210 Laurel Avenue  
 Tillamook, OR 97141  
 (503) 842-3443

PERMIT #S - \_\_\_\_\_

**APPLICANT:**

**Legally Recorded Property Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**INSTALLER:**

**Name:** \_\_\_\_\_ **Reg. #** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**LOCATION INFORMATION:**

**Site Address:** \_\_\_\_\_

**Twp:** \_\_\_\_ **Rng:** \_\_\_\_ **Sec:** \_\_\_\_ **Tax Lot:** \_\_\_\_ **Lot:** \_\_\_\_ **Block:** \_\_\_\_ **Addition:** \_\_\_\_\_

**Zone:** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

\_\_\_\_\_ **Fee:** \_\_\_\_\_

\_\_\_\_\_ **Fee:** \_\_\_\_\_

Fees: 0-23 sq. feet - \$50.00  
 24-100 sq. feet - \$75.00  
 101 + sq. feet - \$100.00

**Comments:** \_\_\_\_\_

**Conditional Use Permit:** \_\_\_\_\_

**Please attach a picture of the sign and a location plot plan**

**Building Permit:** \_\_\_\_\_

I hereby certify that the above information is correct and understand that issuance of a permit based on this application will not excuse me from complying with effective Ordinances and Resolutions of the City of Tillamook and Statutes of Oregon, despite any errors on the part of the issuing authority in checking this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This sign permit, has been approved with the signature below, as it meets all City Planning & Zoning Criteria per Zoning Ordinance No. 979, Section 24.**

DEPARTMENT	APPROVED BY:	DATE	RECEIPT NO.
PLANNING & ZONING			SIGN PERMIT COST \$
			ADDITIONAL COSTS \$
			TOTAL \$

*FEEES ARE NOT REFUNDABLE. SIGN PERMIT APPLICATIONS ARE VALID FOR ONE YEAR ONLY.  
 NOTE: THIS IS NOT A BUILDING PERMIT, ELECTRICAL PERMIT, MECHANICAL PERMIT OR PLUMBING PERMIT*



1510-B Third Street  
 Tillamook Oregon 97141

*Land of Cheese, Trees and Ocean Breeze*

Building (503) 842-3407  
 Planning (503) 842-3408  
 On-Site Sanitation (503) 842-3409  
 FAX (503) 842-1819  
 Toll Free 1 (800) 488-8280

**CONSTRUCTION / PLACEMENT PERMIT APPLICATION**

**Application #** \_\_\_\_\_

**Legally Recorded Property Owner** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**CONTRACTOR/INSTALLER**

**E-Mail Address** \_\_\_\_\_

Building Contractor \_\_\_\_\_ Reg. No. \_\_\_\_\_ Expire Date \_\_\_\_\_ Ph# \_\_\_\_\_  
 Sanitation Installer \_\_\_\_\_ Reg. No. \_\_\_\_\_ Expire Date \_\_\_\_\_ Ph# \_\_\_\_\_  
 Mobile Home Installer \_\_\_\_\_ MDI. No. \_\_\_\_\_ Expire Date \_\_\_\_\_ Ph# \_\_\_\_\_

[ ] Mail permit to: \_\_\_\_\_

**LOCATION INFORMATION**

Situs Address \_\_\_\_\_  
**Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section** \_\_\_\_\_ **Tax Lot** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Block** \_\_\_\_\_  
 Zone \_\_\_\_\_ Lot Size \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ or \_\_\_\_\_ Acres **Subdivision** \_\_\_\_\_

(Please supply all the information requested on this form)

**PROPOSED USE**

[ ] Single Family [ ] Duplex [ ] Multi [ ] Triplex  
 [ ] Manufactured Dwelling Placement  
 [ ] RV Placement  
 [ ] Addition \_\_\_\_\_  
 [ ] Accessory Structure \_\_\_\_\_  
 [ ] Replace / Alteration \_\_\_\_\_  
 [ ] Fire Suppression \_\_\_\_\_  
 [ ] Commercial \_\_\_\_\_  
 [ ] Demolition/Move \_\_\_\_\_

**SIZE OF STRUCTURE**

\_\_\_\_\_ Dimensions  
 \_\_\_\_\_ Height  
 \_\_\_\_\_ Stories  
 \_\_\_\_\_ No. of Dwelling Units  
 \_\_\_\_\_ Bdrms \_\_\_\_\_ Bathrooms  
 \_\_\_\_\_ Living Area sq. ft.  
 \_\_\_\_\_ Deck sq. ft.  
 \_\_\_\_\_ Garage/Utility/Storage

**ROAD ACCESS**

[ ] State Highway [ ] City Street  
 [ ] County Road/Public Way  
 [ ] Private Road

**SETBACKS**

\_\_\_\_\_ Front Yard  
 \_\_\_\_\_ Rear Yard  
 \_\_\_\_\_ Right Side  
 \_\_\_\_\_ Left Side  
 \_\_\_\_\_ River/Estuary/Creek  
 \_\_\_\_\_ Adjac. Resource Zone

**MOBILE HOME/RECREATION VEHICLE**

\_\_\_\_\_ License No. or ID No.  
 \_\_\_\_\_ Make/Model  
 \_\_\_\_\_ Year

**WATER SUPPLY**

[ ] Public District \_\_\_\_\_  
 [ ] Private {Creek / Spring / Well } **(Circle one)**

**Conditional Use, Variance, Admin. Review,  
 Geologic Hazard Rpt. or Exception**  
**File No.** \_\_\_\_\_

**WASTE DISPOSAL**

[ ] Sewer District \_\_\_\_\_  
 [ ] Septic Tank/Drainfield

**FLOOD ZONE:** \_\_\_\_\_

**WIND EXPOSURE:** B C D **(circle one)**

VALUATION (AS DETERMINED BY BUILDING OFFICIAL) Section 304 (b) \$ \_\_\_\_\_

All or a portion of this property may be located within an identified wetland. If the site is a jurisdictional wetland you must obtain any necessary State or Federal permits before beginning your project.

Separate State of Oregon permits are required for electrical, plumbing, and mechanical work. **The Property Owner is responsible** for seeing that these additional permits are obtained prior to work being done.

This application, if approved, includes only the work described above and/or plans and specifications bearing the same permit number. The applicant agrees to comply with all applicable codes and ordinances governing planning, sanitation and construction and agrees to meet any and all of the conditions listed below.

The granting of this permit does not presume to give authority to violate or cancel the provisions of any Federal, State or Local law regulating construction or the performance of construction.

**THIS PERMIT APPLICATION DOES NOT ASSURE PERMIT APPROVAL.** Such approval can be given only after staff review determines compliance with all applicable legal requirements.

This application, if approved, becomes null and void if placement of mobile home or recreation vehicle is not completed within six (6) months from the date of approval.

**I further understand that it is my responsibility as permit applicant to request and receive all required inspections pertaining to this permit, if approved, as outlined in Oregon Administrative Rule (OAR) chapter 918. I further understand that permits issued by an inspection jurisdiction under provisions of these rules shall expire and become null & void if the work authorized by the permit is: (A) not started within 180 days from the date of the issuance; or (B) suspended for a period of 180 days after the work is started.**

In order to avoid a permit expiration, or additional fees, one of following is required: **(A)** Request an inspection showing construction progress at intervals of not to exceed 180 days, or **(B)** Request in writing, an extension within 180 days of issuance of previous inspection. The written request must show justifiable cause and will be granted depending on circumstances. If the permit expires prior to completion and requires further inspections, I understand I will be required to purchase a new permit and begin process again.

Prior to construction or placement, it is advisable that you check your deed for other restrictions that may apply.

I, the applicant, verify that I have read and understand the above information. I further certify that the information that I have provided is complete and accurate, and may be relied upon by the Department of Community Development in the processing of my application. I understand that fees are not refundable. I accept responsibility for any inaccuracies in the information that I have provided and for the consequences thereof.

LEGALLY AUTHORIZED  
REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

SANITATION _____	Building Fee _____
PUBLIC WORKS _____	12% Surcharge _____
HOUSE NO. _____	Plan Check Fee _____
PLANNING _____	Planning Review Fee _____
PLAN CHECK _____	A-level Plan Review _____
BUILDING OFFICIAL _____	Fire & Life Safety _____
Received By: _____	House Number _____
Date: _____	MD/RV Fee (Plan) _____
CHECK No: _____	MD/RV Fee (Bldg) _____
	State M.D. Fee (\$30) _____
	B&D/GHZ/Flood Fee _____
	PW Review Fee _____
	Special Inspection _____
	Shipping/Handling _____
	TOTAL DUE: _____

**CONDITIONS OF PERMIT APPROVAL:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

1. Purpose. The purpose of this section is to provide objective standards governing the placement and size of signs, and the responsibilities of those persons erecting said signs, within the Tillamook Urban Growth Boundary (UGB).
2. General Provisions and Standards Applicable to Signs. In addition to compliance with provisions of this Ordinance, all signs shall comply with the provisions of the Uniform Sign Code, as amended.
  - A. Conflicting Standards: Signs shall be allowed subject to the provisions of this Section, except when the provisions conflict with the specific standards for signs in the subject zoning or overlay district.
  - B. Signs Subject to State Approval: All signs visible to the traveling public from state highways, are additionally subject to the regulations and permit requirements of the State of Oregon Department of Transportation. Where the regulations of the State and City differ, the more restrictive regulations shall govern.
  - C. Uniform Sign Code: All signs shall comply with the provisions of the current Uniform Sign Code of the Uniform Building Codes, except as otherwise provided in this section.
  - D. Address Display: The signing program for a multi-family, commercial or industrial development shall include the display of the street number(s) for the development on the sign, support structure or building where it can be seen from adjacent roads. The sign structure for an address, and any street numbers included on the sign structure, shall not be counted for purposes of determining sign area.
  - E. Billboards: New billboards, as defined by the State (ORS 377.700 to 377.840) as an outdoor advertising sign, not at the location of a business or an activity open to the public the owner of which leases out the space to others in the exchange of compensation for posting their message, visible from the Right-of-way, shall not be allowed in any zoning district within the City of Tillamook and its UGB.
  - G. Blanketing: No sign shall be situated in a manner, which results in the blanketing/covering/blocking from view of an existing sign.
  - H Illuminated Signs:
    1. Lights used to illuminate signs (internally or externally) shall be placed, shielded or deflected so as not to shine into residential dwelling units or structures, or impair the vision of the driver of any vehicle.
    2. The light intensity of an illuminated sign shall not exceed the accepted standards of the sign industry, as is further described in Section 26 of this ordinance.
    3. No sign or other illuminating devices shall have blinking, flashing or fluttering lights/displays, with the exception of a time and temperature sign. This includes, but is not limited to, all lights on or within a building or premises or vehicles on or off the

**SECTION 24 - SIGN STANDARDS AND REQUIREMENTS**

premises for the purpose of attracting attention for commercial purpose. This subsection shall not apply to Holiday lights (e.g. Christmas Lights).

4. No colored lights shall be used at any location or in any manner, which may be confused with or construed to be traffic signals or lights on emergency vehicles.
- I. **Moving Signs:** No sign structure, or portion thereof, shall be designed to rotate, flutter or appear to move, with the exception of barber shop poles.
  - J. **Maintenance:** All signs together with all of their supports, braces, guys, and anchors, shall be kept in good repair and be maintained in a safe condition. All signs and the site upon which they are located shall be maintained in a neat, clean, and attractive condition. Signs shall be kept free from rust, corrosion, peeling paint, or other surface deterioration. The display surfaces of all signs shall be kept neatly painted or posted.
  - K. **Pre-Existing Signs:** Signs and sign structures existing prior to the adoption of this ordinance, which complied with the applicable regulations existing when the sign was established, but which do not comply with one or more of the requirements of this subsection, shall be subject to the provisions for Non-conforming Uses, in this development code except:
    1. Alterations to a non-conforming sign which reduces, or does not increase its non-compliance with the provisions of this ordinance, including changes in display surface, sign area, height and setback, may be allowed.
    2. Sign copy which identifies or advertises a business, product or service no longer located on the same site or premises on which the sign is posted shall be replaced, or removed, within one (1) month of the change of occupancy of the premises or vacancy of the premises. Failure to use the copy area of a non-conforming sign for purposes permitted under this section for a period of more than twelve (12) consecutive months shall constitute a discontinuation of use as provided under Section 31 and such sign shall be removed or modified to satisfy all applicable requirements of this Section and the underlying district.

**3. Signs Allowed in each of the City of Tillamook Zone Districts**

ZONES	R-7.5	R-0	C-N	C-H	T-C	I-L	I-G	P&S-P	O
Free-Standing/Ground Mounted	R-5.0	1 Sign 24 sq ft size 5 ft height	1 Sign per street frontage 40 sq ft size 10 ft height	1 Sign per street frontage 40 sq ft size 20 ft height	1 Sign per street frontage 40 sq ft size 20 ft height	1 Sign per street frontage 40 sq ft size 20 ft height	1 Sign per street frontage 40 sq ft size 20 ft height	2 Sign per lot 18 sq ft size 20 ft height	2 Sign per lot 18 sq ft size 20 ft height
On-Building	-	1 Sign per use 24 sq ft	3 Signs per street frontage 40 sq ft size per sign	3 Signs per street frontage 40 sq ft size per sign	3 Signs per street frontage 40 sq ft size per sign	3 Signs per street frontage 40 sq ft size per sign	3 Signs per street frontage 40 sq ft size per sign	2 Signs per street frontage 18 sq ft size per sign	2 Signs per street frontage 18 sq ft size per sign
Directional	-	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height	5 signs per lot 3 sq ft 3 ft height
Identification	-	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height	5 signs per lot 12 sq ft 6 ft height
Temporary	-								
Name Plates	1 Sign 2 sq ft max size	1 Sign 2 sq ft max size							

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

### A. Residential (R-7.5, R-5.0).

- 1) Signs permitted outright
  - a) Residential Name Plates:
    - 1) Shall not exceed two (2) square feet.
    - 2) Shall be limited only to the title, name, and address of the occupant of the premises upon which the sign is located.
    - 3) Only one (1) such sign shall be permitted upon the premises.
    - 4) May be illuminated by indirect lighting only.
- 2) Signs permitted with a Sign Permit
  - a) Signs pertaining to home occupations, as provided under Section 28 (12) of this development code:
    - 1) If located inside or flush against the dwelling, the sign shall not exceed three (3) square feet in size. If not affixed to or inside the dwelling, the sign shall not exceed two (2) square feet in size.
    - 2) Only one (1) such sign shall be permitted upon the premises.
    - 3) May be located within the required setback area of the district provided it is situated in a manner so as not to adversely affect safety, corner vision or other similar conditions.
    - 4) May be illuminated by indirect lighting only.

### B. Multiple Use Residential (R-0).

- 1) Signs permitted in the R-7.5 or R-5.0 Zone Districts
- 2) Signs identifying multiple use development, multi-family development or subdivisions:
  - a) Free-standing and Ground-mounted Signs.
    - 1) Shall not exceed twenty-four (24) square feet, as viewed from a single direction.
    - 2) Shall not exceed a height of five (5) feet above the natural ground elevation.
    - 3) No more than one (1) free-standing or ground-mounted identification sign shall be allowed for a development or complex, even when more than one tax lot or ownership is included in the development. However, in mixed-use developments a separate freestanding sign may be allowed to identify the multiple uses and multi-family portion of the development.
  - b) On-building Signs.
    - 1) Shall be reviewed as part of the architecture of the building.
    - 2) Shall not exceed twenty-four (24) square feet in size.
  - c) Directional Signs within the development shall not exceed three (3) square feet except as provided in the district.
- 3) Signs identifying commercial business.
  - a) Free-standing and Ground-mounted Signs.
    - 1) Shall not exceed twenty-four (24) square feet, as viewed from a single direction,
    - 2) Shall not exceed a height of five (5) feet above the natural ground elevation.
    - 3) No more than one (1) free-standing or ground-mounted identification sign shall be allowed per development or complex, even when more than one tax lot or

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

ownership is included in the development. However, in mixed-use developments a separate freestanding sign may be allowed to identify the multiple uses and multi-family portion of the development.

4) Sign Clearance and Setback: see Subsection 5 of this Section below.

b) On-building Signs.

1) Shall not exceed twenty-four square feet in size.

2) No more than one (1) on-building identification sign shall be allowed per use of the development.

c) Directional, Onsite Traffic Control, and Identification Signs.

1) Shall not exceed three (3) square feet in size.

2) Shall not exceed a height of five (5) feet.

### C. Neighborhood Commercial (C-N).

1) Free-standing and Ground-mounted Signs shall be allowed subject to the following conditions:

a) Shall not exceed forty (40) square feet in size.

b) Shall not exceed a height of ten (10) feet.

c) Only one (1) such sign shall be allowed per street frontage.

d) Sign Clearance and Setback: see Subsection 5 of this Section below.

e) Illumination: Such signs may be illuminated.

2) On-building Signs identifying the use of the premises shall be allowed subject to the following conditions:

a) Shall not exceed 40 square feet in size per sign.

b) Three (3) such signs shall be allowed per street frontage.

c) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.

3) Window signs should be at eye level, placed in the upper half of the window, to entice the pedestrian.

### D. Highway Commercial (C-H) and Central Commercial (C-C).

1) Free-standing and Ground-mounted Signs shall be allowed subject to the following conditions:

a) Shall not exceed forty (40) square feet in size.

b) Shall not exceed a height of twenty (20) feet.

c) Only one (1) such sign shall be allowed per street frontage.

d) Sign Clearance and Setback: see Subsection 5 of this Section below.

e) Illumination: Such signs may be illuminated.

2) On-building Signs shall be allowed subject to the following conditions:

a) Shall not exceed 40 square feet in size per sign.

b) Three (3) such signs shall be allowed per street frontage.

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

c) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.

- 4) Window signs should be at eye level, placed in the upper half of the window, to entice the pedestrian.

### E. Town Center Commercial (T-C).

- 1) Free-standing and Ground-mounted Signs shall be allowed subject to the following conditions:

- 2) On-building Signs shall be allowed subject to the following conditions:

- a) Shall not exceed 40 square feet in size per sign.

- b) Three (3) such signs shall be allowed per street frontage.

- c) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.

- 3) Window signs should be at eye level, placed in the upper half of the window, to entice the pedestrian.

- 4) Marquee Signs are allowed within 1 inch of the top and bottom of the marquee with no more than 3 businesses indicated per marquee.

- 5) Signs in the Town Center shall also meet requirements described in Section 22 Historic Architectural Design Guidelines.

### F. Light Industrial (I-L).

- 1) Free-standing and Ground-mounted Signs shall be allowed subject to the following conditions:

- a) Shall not exceed forty (40) square feet in size.

- b) Shall not exceed a height of twenty (20) feet.

- c) Only one (1) such sign shall be allowed per street frontage.

- f) Sign Clearance and Setback: see Subsection 5 of this Section below.

- g) Illumination: Such signs may be illuminated.

- 2) On-building Signs shall be allowed subject to the following conditions:

- a) Shall not exceed 40 square feet in size per sign.

- b) Three (3) such signs shall be allowed per street frontage.

- c) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

### G. General Industrial (I-G).

- 1) Free-standing and ground-mounted signs shall be allowed subject to the following conditions:
  - a) Shall not exceed forty (40) square feet in size.
  - b) Shall not exceed a height of twenty (20) feet.
  - c) Only one (1) such sign shall be allowed per street frontage.
  - d) Sign Clearance and Setback: see Section 5 below for setback requirements.
  - e) Illumination: Such signs may be illuminated.
- 2) On-building signs shall be allowed subject to the following conditions:
  - a) Shall not exceed 40 square feet in size per sign.
  - b) Three (3) such signs shall be allowed per street frontage.
  - c) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.

### H. Public and Semi-Public (P&S-P).

- 1) Free-standing and Ground-mounted Signs for Public and Semi-public facilities, schools, churches, hospitals, and similar uses shall be allowed subject to the following conditions:
  - a) Shall not exceed eighteen (18) square feet in size.
  - b) Shall pertain only to the use on the premises.
  - c) Only two (2) such sign shall be permitted upon the premises.
  - d) Sign Clearance and Setback: see Subsection 5 of this Section below.
  - e) Illumination: Such signs may be illuminated.
- 2) On-building Signs shall be allowed subject to the following conditions:
  - a) Shall not exceed eighteen (18) square feet in size.
  - b) Shall pertain only to the use of the building.
  - c) Only two (2) such sign per street frontage shall be permitted upon each building.
  - d) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.
  - e) Illumination: Such signs may be illuminated.
- 3) Window signs should be at eye level, placed in the upper half of the window, to entice the pedestrian.

### I. Open Space (O).

- 1) Free-standing and Ground-mounted Signs for Parks, and similar uses shall be allowed subject to the following conditions:
  - a) Shall not exceed eighteen (18) square feet in size.
  - b) Shall pertain only to the use on the premises.
  - f) Only two (2) such sign shall be permitted upon the premises.

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

- g) Sign Clearance and Setback: see Subsection 5 of this Section below.
  - h) Illumination: Such signs may be internally or indirectly illuminated.
- 2) On-building Signs shall be allowed subject to the following conditions:
- a) Shall not exceed eighteen (18) square feet in size.
  - b) Shall pertain only to the use of the building.
  - d) Only two (2) such sign shall be permitted upon each building.
  - d) Design: On-building signs shall be incorporated into the design of the building, and shall not be placed in locations which interrupt, detract from, or change the architectural character of the building.
  - e) Illumination: Such signs may be illuminated.
4. Sign Clearance and Setbacks for Free-Standing or Ground-mounted Signs.
- A. Signs within the Downtown Business District, between Front Street and Sixth Street, Grove Avenue and Laurel Avenue, as described further in the Central Commercial (C-C) Zone District, shall not be erected on, over or above any right-of-way for a street if any part of such sign extends less than seven (7) feet above the sidewalk grade, or closer than two (2) feet toward the inside edge of the existing curb, and fifteen (15) feet above driveways.
  - B. Signs, other than those within the Downtown Business District, shall not be erected or maintained on, over or above any right-of-way for a street if any part of such sign extends less than eight (8) feet above sidewalk grade or closer than two (2) feet toward the inside edge of the existing curb, and fifteen (15) feet above driveways.
  - C. Signs less than twenty-eight (28) square feet in size must observe at least one-half of the yard setback requirements of the zone district in which it is located.
  - D. Signs greater than twenty-eight (28) square feet in size must observe the setback requirements of the zone district in which it is located.
  - E. All signs shall be situated in a manner so as not to adversely affect safety, corner vision or other similar conditions.
5. Directional, On-site Traffic Control and Identification Signs
- A. Directional On-site Traffic Control signs: shall be those permanent signs which are oriented toward internal circulation roads, driveways and walkways, or which direct the flow of traffic to and from the site from adjacent roads or walkways, and within the site area, and shall observe the clear-vision requirements of the district and shall:
    - 1) Not exceed a maximum of three (3) square feet in area.
    - 2) Observe the clear-vision requirements of the district and not exceed a maximum of three (3) feet in height.

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

3) Public facility directional signs may be placed within the public right-of-way when authorized by the City Manager, or his designee, upon written request for such sign by a public facility. Request for placement shall be made on forms provided by the City. Such permit may be issued upon a finding, on the basis of written information furnished by the applicant, that the proposed sign is necessary for the direction of the public and is not detrimental to the general health, safety and welfare of the community.

4) Placement and design of any such sign shall be the responsibility of the City. Costs for the sign and placement shall be assessed to the applicant. No more than five (5) signs shall be allowed at any one location. Each property owner shall be responsible for maintaining any sign approved under its application. Costs for replacement of any sign for any cause shall be assessed to the applicant.

B. Identification signs: An on-site permanent ground-mounted tenant identification sign for an individual building and/or informational sign providing onsite information to the users of the subject property within a development may be allowed as an alternative to an on-building identification sign provided such sign shall:

1) Be located on the most visible side of the building being identified.

2) Not exceed twelve (12) square feet in area.

3) Not exceed six (6) feet in height.

4) Use materials and colors, which are the same, or substantially the same, as those used on the building identified by the sign.

5) Public facility identification signs shall be placed internally to avoid conflicting with other signs on the premises and may be placed within the public right-of-way if authorized by the City Manager, or his designee, upon written request for such sign by a public facility. Request for placement within the public right-of-way shall be made on forms provided by the City. Such permit may be issued upon a finding, on the basis of written information furnished by the applicant, that the proposed sign is necessary for the direction of the public and is not detrimental to the general health, safety and welfare of the community.

6) Placement and design of any such sign shall be the responsibility of the City. No more than five (5) signs shall be allowed at any one location. Each public facility shall be responsible for maintaining any sign approved under its application. Costs for replacement of any sign for any cause shall be assessed to the applicant.

C. All On-site Traffic Control and Identification signs shall be subject to the approval of a sign permit.

### 6. Temporary Display and Portable Signs

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

- A. Temporary Display Signs: A combination of banners (both vertical and horizontal), streamers, strings of lights, flags, beacon lights, sandwich board signs and/or other similar apparatus; may be displayed for the purpose of advertising a grand opening, sale or similar event under the following conditions and limitations:
- 1) Time period and duration: the temporary display shall not exceed a total time period of four weeks in any calendar year and must coincide with an actual event.
  - 2) Hazards: No sign, light, electrical cord, streamer, banner or other apparatus shall be situated or used in a manner which creates a hazard.
- B. Portable Identification Signs: A portable sign may be used to temporarily identify a new business until permanent identification signs are installed, or to identify an existing business while permanent identification signs are being repaired or replaced, or to temporarily identify a sale or business location during the hours of operation under the following conditions and limitations:
- 1) Need: No portable sign shall be allowed under this provision when any other permanent or portable sign visible from adjacent roads accurately identifies the premises.
  - 2) Number: Only one (1) portable identification sign shall be displayed for a development or complex.
  - 3) Time period: The use of a portable identification sign shall be valid for ninety (90) consecutive days, or until a permanent identification sign is installed, whichever occurs first.
  - 4) Design Review: The application for permanent identification signing for the business shall be submitted for review and shall be subject to the approval of a sign permit, prior to, or concurrent with, the establishment of a temporary display or portable sign under this Section.
  - 5) Size Limits: Portable signs shall not exceed a sign area of thirty-two (32) square feet, or a height of six (6) feet above the natural ground elevation.
  - 6) Setbacks: Portable signs shall be set no closer than two (2) feet from the inside edge of the curb.
  - 7) Anchoring: All signs approved under this provision shall be physically established in a manner, which both prevents the sign from being moved or blown from its approved location, and allows for removal of the sign.
  - 8) Exceptions: No portable sign shall be allowed under this provision for any business or development that has a changeable copy sign incorporated into their permanent identification sign.

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

9) **Illuminated Signs:** Illumination of any sign or portion thereof, in the shape of an arrow, or any other shape which may be construed as a traffic control device is prohibited. Signs containing any electrical components or parts, or illuminated by electrical lighting, must be approved under the National Electric Code as modified by the State of Oregon Rules and Regulations. Lights and illuminated signs requiring an outside power source shall use a state approved power outlet.

10) **Hazards:** No sign, light, electrical cord, streamer, banner, or other apparatus shall be situated or used in a manner which creates a hazard.

11) **Portable Signs** are exempt from the approval of a sign permit.

C. **Portable Service Station Signs:** A service station may maintain one (1) portable sign displaying the current prices for fuel sold on the same premises provided such sign does not exceed an area of twelve (12) square feet, or a height of five (5) feet. Such signs shall be subject to clear-vision area requirements and one-half (1/2) the setback requirements of the district. Portable Service Station Signs are exempt from the approval of a sign permit.

D. **Incidental Signs:** Emblems, Decals, and other similar signs indicating membership in organizations, acceptance of credit cards, brand names of items sold, and other such information which pertains to the business or proprietor of the business located on the premises may be displayed on the inside of any window or door. Incidental Signs are exempt from the approval of a sign permit.

E. **Temporary Window Signs:** Posters and other signs of a temporary nature which advertise or inform the public of current prices or events may be displayed on the inside of a window or door of a business located in a commercial or industrial district. Temporary Window Signs are exempt from the approval of a sign permit.

F. Temporary signs advertising the sale, rental or lease of commercial or industrial premises, or identifying a property developer, lease agent or builder, or advertising a legally recorded subdivision in its entirety, or residential property in excess of one acre, may be allowed, subject to the following limitations:

- 1) Shall not exceed forty (40) square feet in area.
- 2) Shall pertain only to property upon which they are located, unless they are temporary off-premise directional signs indicating a sale on another piece of property.
- 3) Shall observe the setback provisions under Subsection 6A (4).
- 4) Only one (1) such sign shall be permitted on the premises.
- 5) Shall not be artificially illuminated.

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

- 6) Such signs shall be removed from the premises after the premises are sold, rented or leased. Signs pertaining to recorded subdivisions shall not remain upon the premises in excess of eighteen (18) months from the date of filing of the subdivision.
- 7) These signs are exempt from the approval of a sign permit.

### G. Real estate signs advertising individual lots:

- 1) Shall not exceed six (6) square feet.
- 2) Shall pertain only to the property upon which they are located, unless they are temporary off-premise directional signs indicating a sale on another piece of property.
- 3) Shall be located at least five (5) feet behind the front lot line.
- 4) Shall not exceed five (5) feet in height.
- 5) Shall be temporary in nature and shall be removed within two (2) weeks after the date of sale.
- 6) Shall not be artificially illuminated.
- 7) Real Estate Signs are exempt from the approval of a sign permit.

### H. Political Signs: Signs which support or oppose ballot measures, persons running for political office, and other issues subject to a vote by the public may be allowed subject to the following:

- 1) Approval by the owner of the property on which the sign is to be posted.
- 2) Setbacks: Such signs may be located within the required setback area of the district, provided they are situated in a manner so as not to adversely affect safety, corner vision, or other similar conditions.
- 3) Right-of-way Excluded: Signs shall not be posted in State or County rights-of-way, on telephone poles, traffic signs, or other public apparatus.
- 4) Size: Signs shall not exceed sixteen (16) square feet in size, as viewed from one direction.
- 5) Time Limit: All such signs shall be removed within one (1) week after the election for which the sign is posted.
- 6) Political Signs are exempt from the approval of a sign permit.

### I. Temporary Off-premise directional signs directing traffic to a sale of property or a retail sale or an event shall be subject to the following requirements:

## SECTION 24 - SIGN STANDARDS AND REQUIREMENTS

- 1) Shall not exceed sixty (60) square feet.
  - 2) Shall be located at least five (5) feet behind the front lot line.
  - 3) Shall not exceed five (5) feet in height.
  - 4) Shall be temporary in nature and shall be removed immediately at the end of the day on which the event, open house, or garage sale is conducted.
  - 5) Shall not be artificially illuminated.
  - 6) Along State Highways: All Temporary off-premise signs which are visible from a State highway are subject to approval by the Oregon State Highway Division pursuant to the Motorist Information Act.
  - 7) Temporary off-premise directional signs shall be subject to the approval of a sign permit.
7. Permanent Off Premise Signs. Any sign not located on the site of the use or activity for which it is advertising shall be considered off-premise and if not determined to be a billboard by ODOT after examination of the location and upon due proof that such sign, signboard, or other advertising will not be unduly detrimental to the adjacent and surrounding property, but the same front and side yard provisions as required for buildings may be required shall be subject to the approval of a sign permit.
- A. Along State Highways: All off-premise signs which are visible from a State highway are subject to approval by the Oregon State Highway Division pursuant to the Motorist Information Act.
  - B. All Permanent Off premise signs shall be subject to the approval of a sign permit and the following:
    - 1) Shall not exceed a size of 40 square feet.
    - 2) Shall not exceed a height of 10 feet.
    - 3) Shall not be internally illuminated.
    - 4) Shall only be allowed to be placed in the Multiple Use Residential (R-0), Neighborhood Commercial (C-N), Central Commercial (C-C), Highway Commercial (C-H), Light Industrial (I-L), General Industrial (I-G), or Public and Semi-Public (P&S-P) Zone Districts.
    - 5) Only one (1) sign shall be allowed per off-premise site in addition to an on-premise sign.
    - 6) Signs placed by a public facility (City, County, State) shall be exempt.
8. All other signs, signboards, and other forms of outdoor advertising may be allowed including the following alternatives:

**SECTION 24 - SIGN STANDARDS AND REQUIREMENTS**

A. Changeable Copy Signs may be incorporated into a permanent identification sign for a business or development. The following conditions shall apply:

- 1) Only one (1) such sign shall be used in development.
- 2) The changeable copy sign shall be included in the maximum sign area allowed under this Section.
- 3) A changeable copy sign shall not be used on a sign, which includes a time and/or temperature display.

B. Directory Sign: An on-site sign oriented primarily toward vehicle circulation which identifies and directs traffic to a number tenants, uses or buildings within the development, shall be limited in area to a maximum of two (2) square feet per tenant, use or building specifically identified, up to a maximum of forty (40) square feet. Directories oriented toward pedestrian circulation areas, including those attached to buildings, shall be a maximum of twenty-four (24) square feet in area, and eight (8) feet in height.

9. Diagrams. The following diagrams shall be used to determine sign measurements.

A. Sign Face Measurements.

