BLADE SIGN APPLICATION CHECK LIST

- ☐ Read the Guidelines.
- ☐ Obtain property owner consent for sign if other than business owner. See form in application packet.
- ☐ Obtain sign permit from City Planning Department. See form in application packet.
- ☐ Take and include photographs of area where sign will be placed.
- ☐ Write a summary of proposed work. A form for this summary is provided in the application packet.
- ☐ Make or have made a drawing showing the proposed sign design. Grant funds up to $60 are available for design assistance upon request.
- ☐ Obtain a cost estimate for completed sign including installation. Submit an estimate from all parties involved in the construction and installation of the sign.
- ☐ Complete the Blade Sign Grant Application forms. Provide **all** information requested.
- ☐ Assemble all materials necessary for the application. See page 2 of the application.
- ☐ Mail or Hand-Deliver the application to:

City of Tillamook
Tillamook Urban renewal Agency
210 Laurel Avenue
Tillamook OR 97141

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

The Tillamook Urban renewal Agency (TURA) meets on the second Wednesday of each month. Applications are reviewed as they are received by the Proposal and Justification Committee. For earliest consideration by TURA, submit your application at least two weeks prior to the next monthly TURA meeting.

Blade Sign Example

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. The business owner may receive up to one (1) hour of free professional design consultation with a maximum value of $60.

C. Fifty percent (50%) of the cost for the sign up to a maximum contribution of Three Hundred dollars ($300.00);

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.

1. 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.
2. Sign graphics shall be carved, applied, painted, or stained.
3. Sign graphics shall be simple and bold.
4. 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.
5. 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.

1. 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.
2. Any projecting sign shall be located no less than eight (8) feet above the sidewalk as measured from the bottom edge of the sign.
3. 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

Blade Sign Grant Application

Date Submitted _____

Applicant _____

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

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 _____

Written Summary of Proposed Work:
Please be specific, providing as many details regarding materials as possible. Also explain how the proposed sign will enhance the integrity of the TURA District. In addition, please provide: purpose for the project, intended use of the building, current use of the building and estimated age of the building.

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**Attach additional sheets if necessary.

The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

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

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

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:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ 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.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. 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.

Sign Here **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*. 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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

PROJECT VALUATION: $ _____ (FOR COMMUNITY DEVELOPMENT FEE (1.1% OF VALUATION) IF OVER $10,000)

Comments: _____

[ ] Conditional Use Permit: _____
[ ] Building Permit: _____

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

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 $

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

B. Lot Width/Depth.

1. Building Width.

a. The width should not exceed that which was traditional for the building styles of the Town Center dated prior to 1950.

b. The width should maintain the traditional scale and proportion of the building style and be visually compatible with adjacent historic buildings. Where building sizes will not be equivalent or comparable, larger building facades shall be broken down into units that resemble the size of existing storefront facades.

C. Front Yard Setback: Minimum of zero (0) feet and a maximum of ten (10) feet. The 10-foot maximum applies to the first fifteen (15) feet of building height only. Upper stories may step back for balconies or other outdoor space. For exceptions see 9 of this section. The 10-foot maximum setback area may be used only for plazas, outdoor seating, or other useable pedestrian space related to the adjacent business. See Section 10(B) for Building Frontage requirements.

D. Side Yard Setback: No requirements.

E. Rear Yard Setback: No requirements.

F. Site review as per Section 22, Development Standards.

6. Signs. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. Signs should allow for pedestrian and automobile traffic to identify businesses without detracting from the architecture or overpowering the streetscape.

A. Wall signs, window signs, marquee signs, canopy and blade signs attached to buildings shall be compatible in scale without obscuring the architectural features, and shall not exceed a size of 40 square feet each.

B. Freestanding, plastic and internally illuminated acrylic sign faces are not allowed.

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

D. The use of gold leaf window signs at an appropriate scale is recommended.

E. Historic product signs painted on building sides should be preserved when possible, as they contribute to the character of the commercial area.

F. Electronic/Digital Display Signs/Reader-boards shall require Performance Review

7. Off –Street Parking, Loading and Circulation.

A. For commercial uses in the Town Center Overlay District, off-street parking is not required. For residential uses, parking shall be provided at a minimum of 1 space per dwelling unit and a maximum of 1 space per bedroom. Exceptions to the minimum requirement may be approved by the city when it is demonstrated that the type of housing proposed does not require parking, and/or when it is shown that use of on-street spaces during off-peak hours will provide adequate parking for the area. Civic uses shall provide parking consistent with the requirements of Section 25.

B. Off-Street Parking lots shall be placed to the side or rear of buildings in accordance with the Building Orientation Standards as described in 10(A) of this section and Section 22. All vehicular driveway entries shall be patterned to differentiate them from sidewalks.

C. For corner lots, parking areas shall not be located within 20 feet of an intersection, as measured from the midpoint of the curb return arc to the edge of the parking area (curb or wheel stop) on corner lots.

D. Loading and service areas (e.g., trash enclosures) shall be located in such a manner to minimize conflicts with public pedestrian areas, and shall be screened with plantings, shall provide convenient access for trucks, and minimize noise and other impacts with adjoining uses. Loading and service areas shall be located to the rear or sides of buildings, or in alleys when available. Loading dock doors are encouraged to be placed in recessed areas or between buildings to minimize impacts to the pedestrian and human-scale aspects of the development.

E. Off-Street Parking areas shall be separated from buildings by either a raised concrete walkway or landscaped strip with a minimum width of 6 feet. Situations where parking stalls directly abut buildings shall be avoided except where wheel stops are provided.

F. Off-Street Parking areas shall be screened from the street by a street wall or arcade between 6 feet and 15 feet in height, and extending a maximum width to screen the view of parked vehicles and allow for safe circulation at the minimum driveway widths required according to Section 25.

G. Rear parking lots shall be designed and located contiguous to each other to the greatest extent practicable so that vehicles can travel from one private parking lot to the other (reciprocal access) without having to enter the street. Shared parking and circulation

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 matter, 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

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 / SIGN TYPES	R-7.5 R-5.0	R-0	C-N	C-H	T-C	I-L	I-G	P&S-P	O
Free-Standing/Ground Mounted	-	1 Sign 24 sq f 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 siz per signe	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

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.

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 ar 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.

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.

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.

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

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.

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.

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:

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:

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

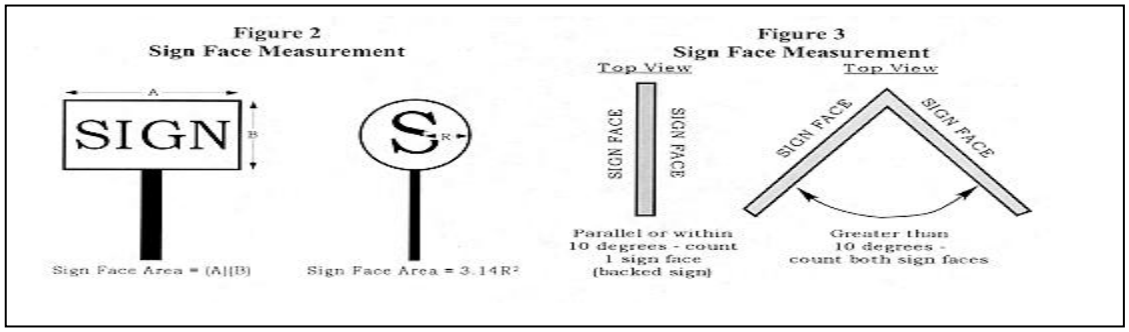
1) Only one (1) such sign shall be used in development.

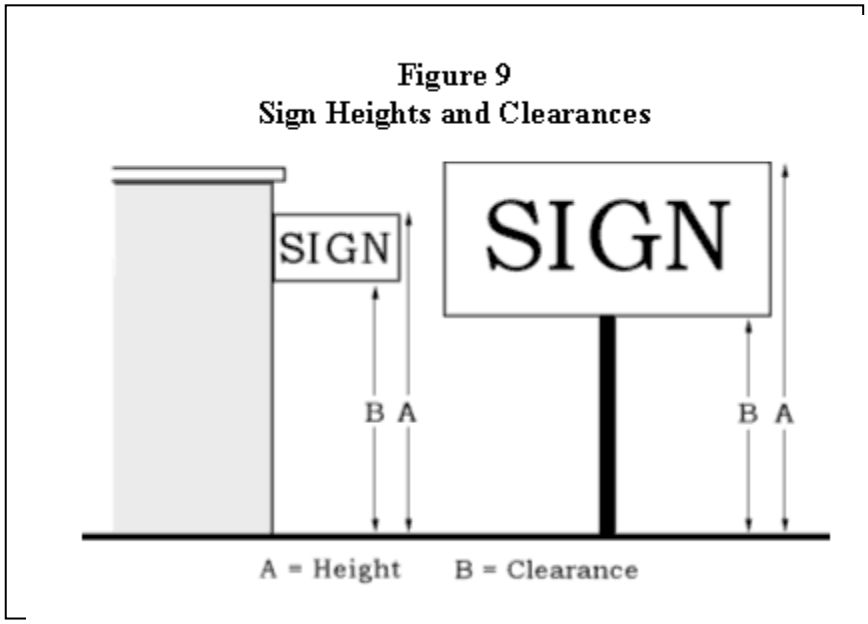
2) The changeable copy sign shall be included in the maximum sign area allowed under this Section.

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.





Tillamook County

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING, PLANNING & ON-SITE SANITATION SECTIONS

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 _____

PUBLIC WORKS_____

HOUSE NO. _____

PLANNING _____

PLAN CHECK _____

BUILDING OFFICIAL _____

Received By: _____
Date: _____
CHECK No: _____

Building Fee	_____
12% Surcharge	_____
Plan Check Fee	_____
Planning Review Fee	_____
A-level Plan Review	_____
Fire & Life Safety	_____
House Number	_____
MD/RV Fee (Plan)	_____
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:

_____
_____
_____
_____
_____
_____
_____
_____