



Planning Department

(541) 535-2050 Fax (541) 535-5769

112 W 2nd Street/PO Box 330, Phoenix, OR 97535

SIGN PERMIT APPLICATION

File No. _____

Fee \$130.00

NOTICE TO APPLICANT: Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon until the Planning Department receives all required submittal materials and fees. Failure to provide complete and/or accurate information may result in delay or denial of your request.**

APPLICANT _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Property Owner's Consent: I do hereby certify that I am the legal owner of record of the property described above and as such, I am requesting that the City of Phoenix process this application in accord with state and local ordinances.

Signature _____ **Date** _____

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

SITE LOCATION AND DESCRIPTION

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

Frontage street/address _____ **Cross street** _____ **Site size (acres or square feet)** _____

Length of building frontage (feet) _____ **Building area (square feet)** _____

Square footage of ALL existing signage: Wall signs _____ **Freestanding signs** _____

Existing signs to remain _____

Existing signs to be removed _____

Additional signs or other pertinent details _____

SPECIFIC REQUEST

Wall Sign(s)

- 1. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing
- 2. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing
- 3. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing
- 4. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing
- 5. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing

Freestanding Sign(s)

- 1. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing
- 2. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing
- 3. **Dimensions** L _____ W _____ D _____ Electrical Connections New Existing

Other

Describe _____

OFFICE USE ONLY.

This institution is an equal opportunity provider and employer.

Received by _____ Date _____ Approved by _____ Date _____

Associated applications _____

SUBMITTAL REQUIREMENTS

The following items must be received in order to deem an application complete. Please review the Signs language in Chapter 3.6 of the Phoenix Land Development Code prior to submitting your application. If you need assistance computing your signage allowance or completing the forms, please contact the Planning Department.

- Original, signed Application form. This information is public record and must be reproduced so please type or write clearly using dark ink. You may use one permit form for multiple signs on the same site.
- All information required above and below, unless specifically waived by the Director.
- The appropriate fee.
- Plans showing the dimensions of the sign, construction materials, and structural details (footings, method of attachment, etc.).
- Color rendering or photograph of each sign.
- Site plan showing location of the sign on the building and/or building site.
 - A. Wall signs must clearly illustrate the length of the building or business frontage within a building.
 - B. Freestanding/ground signs must show the dimensions of the property and the distance of the sign from the property lines, buildings, driveways, etc.
- Site plans must show ingress/egress and sight visibility triangles for ground/freestanding signs. Please see the images below and the full text in LDC Section 3.2.2.M.

ADDITIONAL REQUIREMENTS

- Signs for more than one business require a Master Sign Program. Please see Master Sign Program Application Requirements.
- All signs larger than 2' x 2', except for signs painted directly upon a building, require a building permit. All lighted signs require an electrical permit. Building and Electrical Permits may be turned in with these forms or after approval of your sign permit.

Figure 1: 3.2.2.M – Vision Clearance Areas

3.2.2 – Vehicular Access and Circulation

M. Vision Clearance. The vision clearance setback shall be measured from curb line or where no curb line exists, from edge of pavement. No signs, structures, or vegetation in excess of three feet in height shall be placed in vision clearance areas, as shown below. The Planning Director may increase the minimum vision-clearance area upon finding that more sight distance is required (i.e., due to Police Department requirements, traffic speeds, roadway alignment, topography, etc.).

