



150 East Main Street, Hillsboro, OR 97123
 4th Floor • 503/681-6153
 FAX 503/681-6245
 www.ci.hillsboro.or.us

SIGN PERMIT APPLICATION

Note to Applicant: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Ordinance prior to submitting an application. Sign regulations are described within the Municipal Code, Chapter 11.32 Signs. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

SITE LOCATION & DESCRIPTION

Site Address _____ Suite No. _____

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

Comprehensive Plan Designation _____ Zoning _____

Site Size: _____ sq. ft. Dimensions of Site: _____

Sign District: (please check one)

- Residential Commercial/Industrial Station Community Commercial Industrial Park/Research Park
- Sunset Highway Billboard TV Highway Billboard TV Highway Corridor

Square Footage of building elevation(s) where proposed sign(s) will be located: _____ sq. ft.
 (Applicable only to signs mounted on buildings.)

PROJECT INFORMATION:

Business/Project Name: _____

Type(s) of sign(s): (please check all that apply) Wall Projecting Freestanding Bulletin Board

Billboard Roof Monument Awning Balloon Electronic Message Electric

Illuminated Non-Illuminated Other _____

Size of sign: _____ sq. ft. Dimensions of sign: _____

Valuation of sign: \$ _____

Does the proposed sign require a building permit? Yes No

Does the proposed sign require an electrical permit? Yes No

Is the proposed sign for an Automotive Service Station? Yes No

Is the proposed sign included in a Comprehensive Sign Plan? Yes No (if Yes, please attach a copy of the plan.)

Was the proposed sign included in the review process of a previous land use approval? Yes No

(If Yes, please list the land use case file numbers, ie: PUD 1-05, DDP 2-05, DR 3-05) _____

SIGN PERMIT APPLICATION

CONTINUED

OWNERSHIP AND APPLICANT INFORMATION

Property Owner

Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Property Owner's Signature _____ Date: _____

(Property owner signature is necessary to process all applications. A separate attached letter regarding this application, signed by the property owner, is acceptable in lieu of signature on application.)

Applicant Name _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's interest in property _____

Contractors Board Registration Number: _____ State: _____

Applicant's Signature _____ Date: _____

TRACKING INFORMATION (For Office Use Only)

Public Utility Lines/Easements for monument and freestanding signs:

Engineering: Sanitary Sewer: N/A No Yes (If yes, attach site map) Reviewer: _____ Date: _____

Storm Sewer: N/A No Yes (If yes, attach site map) Reviewer: _____ Date: _____

Water: N/A No Yes (If yes, attach site map) Reviewer: _____ Date: _____

Vision Clearance Review Required: No Yes (if Yes, route to Engineering for review)

Engineering Reviewer: _____ Clearance Requirement Met: No Yes Date: _____

Notes: _____

Planning: Approved Denied for the following reasons _____

Reviewer: _____ Date: _____ Building Permit Required? No Yes

Fees Paid: _____ Receipt No. _____

CONTINUED ON PAGE 3

SUBMITTAL REQUIREMENTS

SIGN PERMIT APPLICATION

The application procedure and submittal requirements are listed in Section 11.32.280 of the Hillsboro Municipal Code as follows:

- A. If a sign is related to a new development that requires review under the zoning code, the sign permit application will be reviewed during the development review process.
- B. An application for a sign permit must be on a form prescribed by the city, completed and signed by the owner of the sign.
- C. A separate sign permit application is required for each sign, unless submitting a combined application for all signs in a proposed development.
- D. A sign permit application must include, along with any additional information requested by the manager:
 - 1. A sketch of the site, drawn to scale, showing the approximate location of existing buildings and signs and the proposed sign;
 - 2. Building frontage elevations, drawn to scale, showing the relative location and placement of the proposed sign;
 - 3. An illustration of the proposed sign, drawn to scale, showing the design, elevations, sign face dimensions and area, and materials and engineering data demonstrating structural stability. The illustration of the proposed sign must not show the sign copy, but must show the size, style and design of the lettering, numbers and graphics;
 - 4. The names and addresses of the:
 - a. Applicant;
 - b. Owner of the property on which the sign is to be located;
 - c. Manufacturer of the sign; and
 - d. Person installing the sign, along with their construction contractor board number.
 - 5. A fee in the amount set by resolution. In addition to any other penalties imposed, the fee for a sign permit application submitted after construction begins is double.
- E. Building and electrical permits may be required before approval of an application for a sign permit.
- F. Unless a sign permit application is part of a comprehensive sign plan considered by the PC under 11.32.280(G), the manager will grant or deny a sign permit application based upon the information submitted with a complete application and other information obtained by the city, if any, within:
 - 1. 30 days of submission when the requested permit is part of an application for a comprehensive sign plan or an automobile service station plan; or
 - 2. Seven calendar days of submission for all others.

CONTINUED ON PAGE 4

- G. If a sign permit application is part of a comprehensive sign plan considered by the PC, the PC will grant or deny a sign permit application based upon the information submitted with an application and other information obtained by the city, if any, within 120 days;
- H. The manager will send to the applicant, by regular mail to the address provided on the application, written notice of the decision and if the sign permit application is denied, explain the reason for denial and the applicant's appeal rights.
- I. A sign permit application will be approved if:
 - 1. The application complies with all of the applicable provisions of the sign code and any other requirement imposed by law; and
 - 2. The applicable permit fee has been paid.
- J. An approved sign must be constructed and installed within six months of the final approval of the sign permit or resolution of an appeal, or the sign permit will be void. The manager may grant a reasonable extension of time for the construction and installation deadline upon a showing of reasonable grounds for delay.
- K. The manager may immediately void a sign permit, upon providing written notice to the owner or person in charge of the sign, based on a determination that a permit was mistakenly issued in violation of the sign code or other provisions of the code.
- L. The manager may revoke a sign permit upon a finding that there was a material or misleading false statement of fact in the permit application.
- M. Billboard permits. In addition to the rules controlling sign permits generally, billboard permits are subject to the following:
 - 1. If more than one complete sign permit application for a billboard is submitted simultaneously, the manager will randomly select an application for first consideration;
 - 2. A billboard permit may be assigned by the permit holder without the consent of the city. The permit holder must provide notice of any assignment to the city;
 - 3. The location of a billboard may be changed by modification of the permit, with the approval by the manager; and
 - 4. A permit holder may file an application to combine two billboards in the TV Highway billboard district, each with areas less than 300 square feet, into one consolidated billboard permit for one billboard with an area less than 700 square feet. The manager will approve the billboard consolidation application if the proposed billboard complies with all applicable code. A consolidated billboard permit counts as one permit of the maximum number of permits allowed under HMC 11.32.150(A)(1) and (2).

CONTINUED ON PAGE 5

SUBMITTAL REQUIREMENTS CHECK LIST

SIGN PERMIT APPLICATION

- The original, completed and signed Sign Permit Application plus one (1) copy. This information must be reproduced so please print clearly using black or dark blue ink or type.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.
- Site plans as specified in Section 11.32.280 (D) of the Hillsboro Municipal Code (listed on page 3 of this application form) including building elevations, location and dimensions of proposed sign in relation to the lot dimensions and existing structures on the site, as well as existing public utility lines/easements and vision clearance triangles.
- All submitted material must be drawn to scale (1" = 30', 1" = 100' or 1" = 200'), folded and collated in sets.

*NOTE: It is the responsibility of the applicant to find out if/where utility lines are if installing monument or free-standing signs. **Call before you dig: Oregon Utility Notification Center 1-800-332-2344**

FOR MORE INFORMATION PLEASE CONTACT:
City of Hillsboro Planning Department
150 East Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6153
Fax: (503) 681-6245
E-mail: planning_dept@ci.hillsboro.or.us
Website: www.ci.hillsboro.or.us