CITY OF ESTACADA
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SIGN PERMIT APPLICATION

The purpose of a sign permit is to approve installation, construction, or alteration of any and all signs within the City of Estacada to ensure public safety. Regulations govern the location, size, and type of signs and require a permit application.

Materials to be Submitted:

1. Completed Sign Permit Application
2. Plot plan – drawn to scale, with dimensions of site, abutting streets, existing and proposed buildings, and **ALL** existing signs. The plot plan should indicate the location of proposed signs.
3. A letter from the property owner permitting the proposed sign.
4. If your proposed sign will be lighted, an electrical permit must be obtained from the City of Estacada.
5. **Signs may not be installed until a permit has been issued.**
6. Building permit application (except free standing or temporary signs) – for structural review and will be subject to additional fees.
7. Two sets of plans

Permit Fees: Sign fees vary depending on the size and type of sign. Temporary and A-Frame signs permits are $5. Permit criteria is available in Section 16.72 of the Estacada Municipal Code.

APPLICATION

Address where the sign will be placed: _____

Applicant name: _____ Phone: _____

Mailing Address: _____

Sign Contractor: _____ Phone: _____

Mailing Address: _____

Is this sign: ☐ New ☐ Remove/Repair ☐ Other: _____

Type of sign: ☐ Pole/Free Standing ☐ Projecting ☐ Moving/Message ☐ Wall

☐ Window ☐ Political ☐ Roof ☐ Daily Display (in right-of-way)

☐ Single faced ☐ Double faced

Street frontage onto adjacent street: _____ Building frontage onto adjacent street: _____

Construction, Installation and Illumination Details:

Depth of sign: _____ Distance to curb: _____

Horizontal dimension: _____ Distance to property line: _____

Vertical dimension: _____ Height to bottom of sign above grade: _____

Approximate weight: _____ Height to top of sign above grade: _____

Square footage of sign: _____ Projections beyond property line: _____

Sign to be illuminated: ☐ Internally ☐ Externally ☐ Not at all

Other existing signs – Area, Location, and Type: _____

_____

Special Conditions: _____

_____

Application Approved By: _____ Date: _____
Public Works Director

INDEMNITY CLAUSE FOR DAILY DISPLAY SIGNS:

Applicant/Property Owner shall conduct its activities upon the premises listed below so as not to endanger any person lawfully thereon; and to indemnify and save harmless the City of Estacada and its officers, agents, and employees against any and all claims for loss, injury or damage to persons or property including claims of employees of applicant/property owner or any contractor or subcontractor, arising out of the activities conducted by the applicant/property owner, its agents, members or guests.

Property address: _____

Applicant's signature: _____

Owner's signature (if different): _____

Date: _____

DO NOT WRITE BELOW LINE

Application Date_____ Date Issued _____Fee_____

Zoning Approval _____ Public Works Approval _____

Clear Vision Areas:

16.60.010 Clear vision areas.

A clear vision area shall be maintained on the corners of all property at the intersection of two streets or from the intersection of a private road easement and a public street.

A. A clear vision area shall consist of a triangular area, two sides of which are lot lines measured from the corner intersection of the street lines or corner intersection of a private road easement, for a distance specified in this regulation, or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection so measured, and the third side of which is a line across the corner of the lot joining the nonintersecting end of the other two sides.

B. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction exceeding 2.5 feet or thirty (30) inches in height measured from the top of the curb, or, where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area; provided, that all branches and foliage are removed to a height of eight feet above grade.

In all zones the minimum distance shall be fifteen (15) feet, or at intersections including an alley, ten (10) feet.

Sign Regulations:

16.72.010 Purpose.

The purpose of this chapter is to provide a safe, consistent, equitable and legal system of signing. The regulations of such factors as size, location, construction, etc., will encourage the communication of information and orientation for both visitors and citizens; provide for the effective identification and advertisement of business establishments; eliminate visual blight; and provide standards to safeguard life, health, property and public welfare.

16.72.020 Definitions.

As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section:

"Billboard" means a sign or structure erected for the purpose of leasing advertising space to promote an interest other than that of an individual, business, product or service available on the premises the billboard is located on.

"Building frontage" means the linear frontage of a building measured along a street or alley between two lines projecting perpendicular from the street to the corners of the building.

"Canopy" means a structure made of cloth, metal or other material with frames affixed to the building.

"Construction sign" means any information sign which identifies the architect, engineers, contractors, and other individuals or firms involved with the construction of a building, or announcing the character of the building or enterprise, which is erected during the building construction period.

"Daily display sign" means a nonpermanent on-premise sign normally associated with business activity that is placed out-of-doors during business hours for display and returned indoors during off-hours. Daily display signs may be constructed in a sandwich board (A-frame) style, mounted on a single pedestal, or other similar construction, and are intended to be unlit and easily moved.

"Electronic changing sign" means an electronic sign upon which the entire copy or message may appear or change from time to time upon a lamp bank, such as time and temperature displays, which by its nature and intensity is not a flashing sign.

"Flashing sign" means any sign which contains or is illuminated by a light source which produces a brilliant flash and darkness on an alternating basis, which results in a pulsating effect designed primarily to attract attention.

"Freestanding sign" means any sign set apart with no structural attachments to a building structure and is meant to include ground-mounted or pole signs for the purpose of these regulations.

"Grade" means the relative finished ground level within twenty (20) feet of the sign.

"Ground sign" means a sign which is mounted on the ground and supported by one or more uprights, poles or braces in or upon the ground other than a pole sign as defined. The bottom of such signs shall be no higher than three feet, and they shall extend no higher than eight feet.

"Height or height of sign" means the vertical distance from the average grade within twenty (20) feet of the structure to the highest point of a sign or any vertical projection thereof, including its supporting columns.

"Incidental sign" means small signs, less than two square feet in surface area, of a noncommercial nature, intended primarily for the convenience of the public. Included are signs designating restrooms, address numbers, hours of operation, entrances to buildings, directions, help wanted, public telephone, etc. Also included in this group of signs are those designed to guide or vehicular traffic to an area or place on the premises of a business, building or development by means of a directory designating names and addresses only.

"Lighting, indirect or internal" means any illuminated sign constructed so that the immediate source of illumination is visible when the sign is lighted and which does exceed ten (10) candle power per square foot measured at ten (10) feet from the sign.

"Moving sign" means any sign which produces apparent motion of the visual image, including, but not limited to, illusion of moving objects, moving patterns or bands of light, expanding or contracting shapes, rotation or any similar effect of animation which is designed or operated in a manner primarily to attract attention.

"Pole sign" means a single or multiple-faced sign eight or more feet above grade, supported by one or more uprights in the ground and detached from any building or structure.

"Political sign" means a sign advertising a candidate or candidates for public elective office, or a political party, or a sign urging a particular vote on a public issue decided by ballot.

"Portable sign" means any sign not meeting the anchorage requirements of the Uniform Sign Code.

"Projecting sign" means a single or multiple-faced sign which is designed and constructed to be mounted to the wall of a building and which will extend more than twelve (12) inches from the wall.

"Property line" means the line denoting the limits of legal ownership of property.

"Readerboard" means a sign or part of a sign on which the letters are readily replaceable such that the copy can be changed from time to time at will.

"Roof sign" means any sign erected upon, against, or directly above a roof or on top of or above the parapet of a building, including a sign affixed to any equipment attached to the building.

"Sandwich (A) board" means a double-faced sign hinged or connected at the top which is spread for stabilization and set upon the ground.

"Sign" means any medium, including its structure and component parts, other than paint on a building, which is used or intended to be used to attract attention to the subject matter for communication purposes.

"Sign area" means the surface contained within a single continuous perimeter which encloses the entire sign cabinet but excluding any support of framing structure that does not convey a message. Where signs are of a three-dimensional, round, or other solid shape, the largest cross-section viewed as a flat projection shall be used for the purpose of determining the sign area. Signs visible from more than one direction or without clearly defined sign faces shall be considered as having two faces and each face calculated in the total allowable area.

"Street frontage" means street(s), alley(s), or public right(s)-of-way parallel to the property line used to compute the area of sign(s) intended to be located in such a manner as to have primary exposure on that street or right-of-way.

"Temporary sign" means any sign, banner, pendant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, or other light material intended to be displayed for a period of less than sixty (60) days in any calendar year.

"Vision clearance area" means a triangular area on a lot at the intersection of two public rights-of-way, a street and a railroad, or point of vehicular access and a public right-of-way, two sides of which are lines measured from the corner intersection to a distance of twenty (20) feet. The third side of a triangle is a line across the corner of the lot connecting the lines of the other two sides. The vision

clearance area contains no signs higher than three feet or lower than eight feet measured from the grade of the street centerline, though a single pole having a diameter of eighteen (18) inches or less is permitted.

"Wall sign" means a single-face sign which does not extend more than twelve (12) inches from the wall and the copy of which runs parallel to the wall to which it is attached.

"Window sign" means a sign which is applied to, attached to, or located within the interior of a window.

16.72.030 General regulations.

A. No sign governed by the provisions of this chapter shall be erected, structurally altered or relocated without first receiving a sign permit from the city. Where ODOT jurisdiction applies, ODOT regulations supersede this chapter.

B. All signs shall comply with the following requirements and those specified by zoning district:

1. Construction shall satisfy the requirements of current version of the Uniform Sign Code.
2. Electrical requirements for signs shall be governed by the current version of the National Electrical Code and Oregon Electrical Specialty Code Amendments.
3. Except for exempt signs and approved daily display signs, all signs shall be securely attached to a building or the ground.
4. All signs shall conform to all vision clearance requirements.
5. All signs, together with their supports, braces, and guys shall be maintained in a safe and secure manner.
6. All illuminated signs shall be internally or indirectly illuminated.
7. Unless otherwise permitted, all signs shall be erected and maintained entirely on private property with the consent of the occupant of the premises. No signs shall be erected or maintained on utility poles or upon trees, rocks or other natural features. Signs shall not be placed in the public right-of-way or vision clearance areas.

C. The following signs shall be exempt from the application, permit and fee requirements of this title.

1. Impermanent construction and subdivision signs not exceeding thirty-two (32) square feet in area; such signs shall be removed within 30 days of project completion;
2. Directional, warning or information signs or structures required or authorized by law, or by federal, state, county or city authority;
3. Historical site plaques;
4. Incidental signs;
5. Official and legal notices issued by any court, public body, person or officer in performance of a public duty or in giving any legal notice;
6. Official flags of the United States of America, counties, municipalities, official flags of foreign nations, and flags of internationally and nationally recognized organizations;
7. On-premise signs not readable from the public right-of-way, i.e., menu boards, etc;
8. Political signs, provided such signs shall not exceed four square feet in area in residential or commercial/industrial zones respectively or be posted more than sixty (60) days before the election to which they relate and are removed within fifteen (15) days following the election;
9. Real estate signs not exceeding four square feet in area in residential districts or thirty-two (32) square feet in commercial or industrial districts;
10. Residential identification signs not exceeding two square feet;
11. Structures intended for a separate use such as phone booths, Goodwill containers, etc;
12. Temporary signs not exceeding four square feet;
13. Window signs.

D. The following signs are prohibited:

1. Flashing and moving signs;
2. Portable signs, except as allowed under provisions for daily display signs;
3. Signs attached to utility, streetlights, or traffic control standard poles or otherwise located in the public right-of-way without a permit;
4. Signs in a dilapidated or hazardous condition;
5. Signs on doors, windows, or fire escapes that restrict free ingress or egress;
6. Signs which purport to be, are an imitation of, or resemble an official traffic sign or signal, could cause confusion with any official sign, or which obstruct the visibility of any traffic sign or signal;
7. Swinging signs;
8. Billboards.

E. All free-standing signs shall comply with the following provisions:

1. One free-standing sign shall be permitted along each street frontage, or each three hundred (300) feet of street front, with one additional free-standing sign allowed on the property.
2. A free-standing sign shall be placed behind the property line and no closer than ten (10) feet to any adjacent private property line.
3. Free-standing signs may project over the public property line, provided they conform to the standards established for projecting signs.

F. All projecting signs shall comply with the following provisions:

1. No projecting sign shall extend above the highest structural component of the building to which it is attached.
2. Signs over the public right-of-way, including free-standing signs, shall conform to the following standards:

Clearance	Maximum Projection
Less than 8′	Not permitted
8′	1′
9′ and above	2 feet for every foot above 8 feet in height but no more than 9 feet

No sign shall project within two feet of the curb line.

G. All roof signs shall comply with the following provisions:

1. All roof signs shall be installed or erected in such a manner that no support structure is visible from any abutting public right-of-way.
2. Roof signs may be erected so as to appear from all sides as a wall sign applied to an existing penthouse which appears to be a part of the building itself.
3. Roof signs shall not exceed the highest point of the building or structure. On flat roofs, the roof sign shall not exceed eight feet above the highest point of the building. In no case shall a sign exceed the maximum allowable height of the building within the zone in which it is located.

H. All wall signs shall conform to the following provisions:

1. Wall signs may be attached flat to, or pinned away from the wall, but shall not project more than twelve (12) inches from the wall.
2. Wall signs shall not extend above the height of the wall to which it is attached.

I. Daily Display Signs in Public Right-of-Way/Off-Premises.

1. In zoning districts that permit daily display signs, a daily display sign may be allowed within the public right-of-way in front of the premises with which it is associated; provided, all of the following conditions are met:

a. A city sign permit is obtained that shows location of daily display sign in the right-of-way. This permit shall be revocable in case of condition of noncompliance.

b. The sign is to be set back behind the curb so as not to interfere with on-street parking, or a minimum of 10 feet from the edge of the nearest street travel lane where curbs are not in place.

c. The sign is to be placed so as to allow at least five feet of unimpeded pedestrian sidewalk maneuvering space, such maneuvering space being located as close as possible to the building frontage.

d. The sign meets vision clearance requirements.

e. The sign is properly maintained as required by subsection B of this section.

f. The applicant shall assume all liability for incidents involving the sign, and execute a document satisfactory to city, releasing and indemnifying city for all liability arising from claims pertaining to the sign.

g. Sign dimension shall not exceed a maximum width of two feet or a maximum above-ground level height of four and one-half feet.

h. One sign per business is allowed.

2. Daily display signs may be allowed off the premises, or within the public right-of-way in front of a business with which the sign is not associated, subject to the following conditions:

a. All applicable standards of subsection (I) (1) of this section.

b. Both the sign owner and owner of the business where the sign is placed must sign a city liability exemption document as provided in subsection (I) (1) (f) of this section.

c. The off-premises daily display sign will take the place of the daily display sign allowance for both the business site where it is placed and the business placing the sign.

d. The off-premises daily display sign will count towards the square footage requirements for both the business where it is placed and the business placing the sign.

J. Applying for a Sign Permit. A property owner or his authorized agent shall apply to the city for a sign permit by filing an application with the city using forms prescribed for the purpose. A site plan and construction drawing shall accompany the application. The city may require other drawings or information necessary to determine compliance with the sign ordinance. The applicant shall pay a fee as established by resolution or ordinance of the city council in effect at the time the application is filed. Prior to being issued a permit, the applicant shall pay, in addition to the fee established by the city council, any costs incurred by the building official/engineer in reviewing the proposed sign.

K. Any sign which is not in compliance is an unlawful sign and declared to be a public nuisance.

1. The city may order the removal of any sign erected or maintained in violation of this chapter. It shall give twenty-four (24) hours' notice in writing to the owner of such sign, or of the building structure, or premises on which the sign is located, to remove the sign or bring it into compliance.

2. The city may remove a sign immediately and without notice if, in its opinion, the condition of the sign is such as to present an immediate threat to the safety of the public, and is authorized to take such steps as may be necessary to remove the sign. Neither the city nor any of its agents shall be liable for any damage to the sign.

3. The violation of or failure to comply with any of the provisions of this chapter or the erection, use or display or the allowing of, the permitting of, or the suffering erection, use or display of any sign not in compliance with all the provisions of this title is unlawful and upon conviction, the violator may be punished by a fine of not more than $500.00 and shall be required to remove such sign or to take such other action as shall be determined by the court to be necessary to bring such sign into full compliance with the provisions of this chapter.

4. The remedies provided in this chapter for violations of or failure to comply with provisions of this ordinance shall be cumulative and shall be in addition to any other remedy provided by law.

16.72.040 Signs in residential zones--R-1, R-2 and R-3 zones.

A. One name plate or identification sign with a maximum of two faces not exceeding two square feet per face per dwelling unit is permitted. Uses allowed conditionally may be allowed to erect one sign per street frontage not to exceed thirty-two (32) square feet.

B. Signs permitted outright in the R-1, R-2 and R-3 zones may be located anywhere on the premises; however, no freestanding sign may exceed eight feet in height or project beyond any property line. Building-mounted signs shall be wall-mounted and shall not be erected on any building roof.

16.72.050 Signs in commercial and industrial zones.

A. The size of allowable area of signs shall be as follows:

1. A total sign area of two square feet for each lineal foot of building frontage or one square foot for each lineal foot of lot frontage, whichever results in the larger sign area.

2. Freestanding or projecting signs shall be limited to one hundred fifty (150) square feet per face. Such signs shall not exceed thirty (30) feet in height from grade to the highest element.

3. One daily display sign per business, for which the maximum permitted area shall be eight (8) square feet per display surface and sixteen (16) square feet overall, with a maximum height limit of four and one-half feet above ground level.

B. Except as otherwise provided, permitted signs may be located anywhere on the premises.

1. Where frontage is on more than one street, only the signs computed with the frontage of that street shall be located on that street.

C. Within shopping centers, each individual business shall be allowed a total sign area as calculated in accordance with subsection (A)(1) of this section. In addition to the sign area allowed for individual businesses, shopping centers with more than one hundred thousand (100,000) square feet of floor area shall be allowed one double-faced indirectly lighted sign on each street right-of-way. Such signs shall neither extend beyond the property line nor be placed in the right-of-way and shall be used solely to identify the shopping center, shopping area, or business or activities conducted therein. These signs shall not exceed three hundred (300) square feet per face and shall not exceed thirty (30) feet in height from the grade to the highest element of the sign.

16.72.060 Nonconforming signs.

A. If, at the time of passage of the ordinance codified in this chapter, a sign does not conform to the provisions of said ordinance, the sign may be continued and maintained in reasonable repair This grandfather status, however, shall not prevent the city from taking action under Section 16.72.030 where a clear and immediate threat to the public safety and welfare exists.

B. Nonconforming signs which are structurally altered, relocated or replaced shall comply immediately with all provisions of this chapter.

C. If a nonconforming sign is destroyed by any cause to the extent of more than sixty (60) percent of its value, then and without further action by the planning commission, the sign shall be subject to all applicable regulations of this chapter. For the purpose of this chapter, the value of any sign shall be the estimated cost to replace the sign in kind, as determined by the building inspector.