



Community Development Department

PO Box 2460 16345 Sixth Street

La Pine, Oregon 97739

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Sign Permit Application

File Number # _____

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Business Name _____ Owner/Manager _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Sign Contractor _____

Phone _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____

UL Listing # _____ UL Sign # _____

Electrician _____

Phone _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____

License # _____

Property Owner: _____

Signature _____ Date: _____

PROPERTY DESCRIPTION

Legal Description T-15 R-13 Section _____ Tax Lot(s) _____

Present Zoning _____

Present Land Use _____

INFORMATION ABOUT YOUR SIGN

Are there any existing signs on the property? YES NO

If so, will any be removed upon placement of this sign? YES NO

Wall Sign: Size _____ X _____ Building Façade Dimensions _____ X _____

Second Wall Sign Size _____ X _____ Building Facade Dimensions _____ X _____

Free Standing Sign Size _____ X _____ Height _____ Road Frontage _____

Ground Mounted Sign Size _____ X _____ Height _____ Road Frontage _____

Projection Sign Size _____ X _____ Height _____ Sidewalk Clearance _____

Awning/Canopy Size _____ X _____ Height _____ Sidewalk Clearance _____

Marquee Size _____ X _____ Height _____ Sidewalk Clearance _____

Directional sign Size _____ X _____ Number of directional signs _____

FOR OFFICIAL USE ONLY

FOR OFFICE USE ONLY

Date Received: _____

Rec'd By: _____

Fee Paid: _____

Receipt #: _____

CHECKLIST

REQUIRED ITEMS TO BE SUBMITTED FOR PLANNING SIGN PERMIT APPLICATION

- Completed Application.
- Application Fee(s).
- One (1) copy of all sign plans, drawn to standard industry scales.
- Building Permit Application (if required, submitted with Planning Sign application)

SITE PLAN

- Dimensioned site plan which includes the property line dimensions and distance of existing and proposed signs from each property line and driveway or drive aisle. (Note: the property line is not the same as the edge of the street or sidewalk)
- Exterior building dimensions.
- Street names and locations of streets, curbs, and sidewalks adjacent to the site.

EXTERIOR ELEVATIONS

- Dimensioned building elevation with proposed signage, drawn to standard scale. Show length and height of building, sign dimensions, and height of sign above grade.
- Detailed dimensioned sign elevation drawn to scale with materials and colors indicated.
- Section detail of sign including mounting and electrical details. Include depth dimension of sign.

The following criteria shall be used in measuring a sign to determine compliance with these standards:

Sign Area: Area within any perimeter which encloses the limits of any writing, representation, figure, emblem or character. The area of a sign having an irregular shape shall be computed by enclosing the surface area within a known geometric shape or shapes. The area of all existing signs, whether conforming or non-conforming, shall be counted in establishing the permitted sign area of all new signs to be allowed for an individual business or site. Where a sign is three-dimensional, round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area.

Clearance: Clearance is measured from the average grade at the base of the sign to the lowest point of the sign.

Height: Height is measured from the grade of the curb or pavement line closest to the base of the sign to the highest point of the sign.

Area of front building facade or tenant space: The area of the front building facade or tenant space shall be computed by multiplying the width of the building frontage or tenant space by the height of the building frontage or tenant space. False fronts and mansard roofs may be included when calculating the area of the building facade.

Length of Street Frontage: The length of the street frontage(s) where vehicular accesses are located.