



City of Aumsville



595 Main St., Aumsville, OR 97325
Office (503) 749-2030 -- FAX: (503) 749-1852
Email: cityadministrator@aumsville.us – website: www.aumsville.us

SIGN PERMIT APPLICATION

Street Address/Location of Sign: _____

Applicant's Name _____

Authorized to Erect Sign: _____ Applicant's Phone Number: _____

Mailing Address of Applicant: _____

Property Owner's Name: _____ Owner's Phone Number: _____

Mailing Address of Owner: _____

Sign Company's Name: _____ Sign Company's Phone No.: _____

Mailing Address of Sign Company: _____

Building Size _____ **TYPE OF SIGN:** (Check all that apply with an "x")

NEW

ALTERATION

WALL

MONUMENT

PERMANENT

CANOPY

WINDOW

BANNER

FREE-STANDING

PROJECTING

ATTACH A SKETCH, drawn to scale indicating the proposed sign and identifying existing signs on the premises, the sign's location, graphic design, structural and mechanical design, and engineering data which ensures its structural stability.

SIGN'S WORDING _____

MATERIALS' DESCRIPTION: _____

SIZE OF SIGN: (length, width and depth) _____ TOTAL SIGN AREA _____ DISTANCE FROM PROPERTY LINE _____

HEIGHT FROM GROUND _____ PROJECTION FROM BUILDING _____ WILL SIGN HAVE ILLUMINATION? _____

Will sign be located in the clear vision area? (see other side of form) _____

All signs shall comply with the applicable provisions of the Uniform Building Code in effect and all other applicable structural, electrical, and other regulations. The issuance of a city sign permit does not relieve the applicant of complying with all other permit requirements.

APPLICANT'S SIGNATURE

OWNER'S SIGNATURE

SIGN COMPANY'S SIGNATURE

FOR OFFICE USE ONLY

Fee: \$125 Receipt # _____ Date Paid _____ DECISION: _____

Date of Decision: _____

City Administrator's Signature

FROM AUMSVILLE DEVELOPMENT ORDINANCE
Signs Definitions...

Signs: Any writing, including letter, word, or numeral; pictorial presentation, including mural, illustration or decoration; emblem, including device, symbol or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or structure or device; and is used to announce, direct attention to, or advertise; and is visible from any public right-of-way. Sign does not include house numbers. For purposes of Section 19.00 et seq., the following definitions apply:

Building Frontage: for the purpose of determining allowable sign area in a commercial district, the building frontage is the full width of the building wall where the primary customer entrance is located. This is generally facing the public street, but may face an internal parking lot. If there is more than one major customer entrance with entrances on differing frontages, only the single longest frontage is used to determine allowable sign area.

Canopy Sign: A sign hanging from a canopy or eave, at any angle relative to the adjacent wall, the lowest portion of which is at least 8 feet above the underlying grade.

Flashing Sign: A sign any part of which pulsates or blinks on and off, except time and temperature signs and message signs allowed by conditional use.

Free-Standing Sign: A sign supported by one or more uprights, poles, or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign and may include a free-standing monument sign.

Graffiti: Markings, such as initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, wall of a building, or public restroom, or the like.

Incidental Signs: A sign, not temporary, which is normally incidental to the allowed use of the property, but can contain any message or content. Such signs can be used for, but are not limited to, A-frame or sandwich board signs, nameplate signs, warning or prohibition signs, and directional signs not otherwise allowed.



Figure 1 - Free Standing Sign

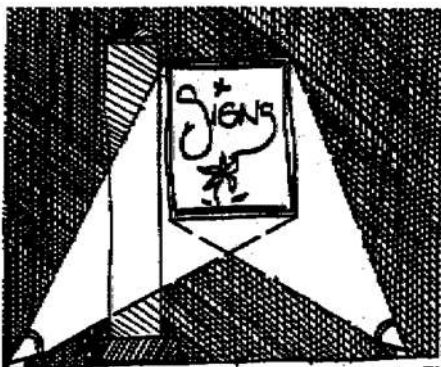


Figure 2 - Indirect Illumination

Indirect Illumination: A source of illumination directed toward such sign so that the beam of light falls upon the exterior surface of the sign.

Integrated Shopping Center - a unified complex with three or more commercial establishments occupying three or more distinct spaces in a single building or three or more freestanding buildings on a single property or on separate properties but with the business frontages all facing a common parking area.

Message Sign: A sign which can change its message electronically and is designed to display various messages, including but not limited to signs displaying time and temperature.

Monument Sign: A square or rectangular sign that sits directly on the ground without pole or uprights. It may advertise one or more businesses.

Off-Site Sign: A sign which advertises goods, products, businesses, services, or facilities which are not sold, manufactured, or distributed on or from the property or facilities on which the sign is located, and which is supported by a substantial permanent sign structure with a display surface or display surfaces designated primarily for the purpose of painting or posting a message thereon at periodic intervals.

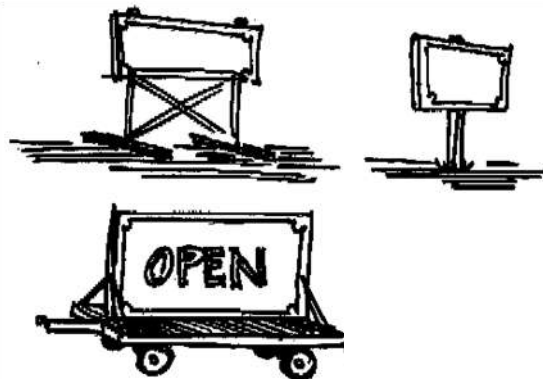


Figure 3 - Portable Signs

Portable Sign: Any sign that is not originally designed to be permanently affixed to a building, structure, or the ground. A sign originally designed, regardless of its current modification, to be moved from place to place. These signs primarily include, but are not limited to, signs attached to wood or metal frames and designed to be self-supporting and movable, and also including trailer reader boards. Portable signs are not to be considered temporary signs as defined and used in this ordinance.

Projecting Sign: A sign the face of which is not parallel to the wall on which it is mounted, projecting more than 12 inches from a structure.



Figure 4 - Projecting Sign

Roof Sign: A sign or any portion of which is displayed above the highest point of the roof, whether or not such a sign also is a wall sign.



Figure 5 - Roof signs

Sign Alteration or Altered: Any change in the size, shape, method or illumination, position, location, construction, or supporting structure of a sign. A change in sign copy or sign face alone shall not be considered an alteration.

Sign Area: The area of a sign shall be the entire area within any type of perimeter or border which encloses the outer limits of any writing, representation, emblem, figure, or character. If the sign is enclosed in a frame or cabinet, the area is based on the inner dimensions of the frame or cabinet surrounding the sign face. When a sign is on a base material and attached without a frame, such as a wood board or Plexiglas panel, the dimensions of the base material are to be used. The area of a sign having no such perimeter, border, or base material shall be computed by enclosing the entire area



Figure 6 - Sign Area

within a parallelogram or a triangle of the smallest size sufficient to cover the entire message of the sign and computing the area of the parallelogram or the triangle. For the purpose of computing the number of signs, all writing included within such a border shall be considered one sign, except for multi-faced signs on a single sign structure, which shall be counted as one sign per structure. The area of multi-faced signs shall be calculated by including only 1/2 the total area of all sign faces.



Figure 7 - Temporary Sign

Temporary Sign: A sign, or signs not permanently affixed to a structure on a property which is visible for not more than 90 days in any 365-day period and is changed not more than every 90 days. These signs primarily include, but are not limited to, canvas, cloth, or paper banners or posters hung on a building wall or on a permanent pole such as on a free-standing sign support. No temporary sign shall be erected or maintained which, by reason of its size, location, or construction constitutes a hazard to the public.

Wall Sign: A sign attached to, erected against or painted on a wall of a building or structure, with the exposed face of the sign in a plane approximately parallel to the face of said wall and not projecting more than 12 inches. A sign painted on an awning in which the face of the sign is approximately parallel to and within 3.5 feet of the wall shall also be considered a wall sign.



Figure 8 - Wall Sign

DEVELOPMENT ORDINANCE SECTION 19.00 - Signs

- 19.01 **Purpose:** The purpose of these sign regulations is to provide equitable signage rights, reduce signage conflicts, promote traffic and pedestrian safety, increase the aesthetic value and economic viability of the city, all by clarifying and regulating the location, size, type and number of signs and related matters, in a content-neutral manner. [Section 19.01 amended by Ord. No. 400, passed June 14, 1993; Ord. No. 437, sec. 32, passed March 12, 1997; Ord. No. 471, sec. 25, passed June 26, 2000]
- 19.02 **Definitions:** See Signs, Section 1.00. [Section 19.02 amended by Ord. No. 471, sec. 25, passed June 26, 2000]
- 19.03 **General Provisions:**
- (A) **Conflicting Standards.** Signs shall be allowed subject to the provisions of this section, except when these provisions conflict with the specific standards for signs in the subject zone.
 - (B) **Uniform Sign Code.** All signs shall comply with the provisions of the Uniform Sign Code of the Uniform Building Code.
 - (C) **Sign Clearances.** A minimum of 8 feet above sidewalks and 15 feet above driveways shall be provided under freestanding or wall-mounted signs that project over a sidewalk.

[Section 19.03 amended by Ord. No. 437, sec. 33, passed March 12, 1997; Ord. No. 471, sec. 25, passed June 26, 2000; Ord. No. 632, sec. 19, passed November 10, 2014]

- 19.04 Signs Generally Permitted: The following signs and sign work are permitted in all zones. These signs shall not require a permit, and shall not be included when determining compliance with total allowed area:
- (A) Painting, change of sign face or copy and maintenance of signs legally existing. If structural changes are made, or there is a change of use, the sign shall conform in all respects with these regulations.
 - (B) Temporary signs that are not Portable Signs, and do not exceed 6 in number and a total of 56 square feet in area. No lot may display temporary signs for more than 90 days in any 365-day period and signs must be changed not more than every 90 days.
 - (C) Real estate signs not exceeding 6 square feet in residential zones and 16 square feet in commercial and industrial zones, which advertise the sale, rental or lease of premises upon which the sign is located. Real estate signs may be used up to two years without a permit.
 - (D) Signs posted by or under governmental authority including legal notices, traffic, danger, no trespassing, emergency and signs related to public services or safety and civic events.
 - (E) Incidental signs that do not exceed a total of 32 square feet.
 - (F) Flags on permanent flag poles that are designed to allow raising and lowering of the flags.
 - (G) Signs within a building.
 - (H) In a commercial zone, signs painted or hung on the inside of windows.
 - (I) Residential nameplates/addresses: Shall not exceed two square feet. Only one such sign shall be permitted upon the premises and may only be indirectly illuminated.
 - (J) One sign not exceeding 5 square feet giving the name, occupation, or both of the occupant or the home occupation of the occupant of the residentially used property.
 - (K) Sign Permit Exemption. Signs approved through the site development review process shall be exempt from obtaining a city sign permit.

[Section 19.04 amended by Ord. No. 471, sec. 25, passed June 26, 2000; Ord. No. 496, sec. 30, passed October 25, 2001; Ord. No. 540, sec. 23, passed August 9, 2004; amended by Ord. No. 608, sec. 8, passed March 14, 2011; Ord. No. 632, sec. 20, passed November 10, 2014]

- 19.05 Prohibited Signs: The following signs are prohibited:
- (A) Roof signs.
 - (B) Signs that emit odor, visible matter, or sound; however an intercom system for customers remaining in their vehicles, such as used in banks and "drive through" restaurants, shall be allowed.
 - (C) Signs that use or employ side guy lines of any type.
 - (D) Signs that obstruct any fire escape, required exit, window or door opening used as a means of egress.
 - (E) Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire.
 - (F) No vehicle or trailer shall be parked on a public right-of-way or public property, or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity located on the same or nearby premises. This provision applies where the primary purpose of a vehicle is for advertising purposes and is not intended to

prohibit any form of vehicular sign, such as a sign attached to a motor vehicle which is primarily used for business purposes, other than advertising.

- (G) Rotating/revolving signs, except by conditional use permit.
- (H) Flashing signs over 5 square feet.
- (I) Private signs that project into or over driveways and public right-of-ways, except signs under a canopy that projects over a public sidewalk and the sign is not less than 8 feet above the sidewalk.
- (J) Signs that obstruct required vision clearance area or obstruct a vehicle driver's view of official traffic control signs and approaching or merging traffic, or which present a traffic hazard.
- (K) Signs that interfere with, imitate, or resemble any official traffic control sign, signal or device, emergency lights, or appears to direct traffic, such as a beacon light.
- (L) Signs attached to any pole, post, utility pole or placed on its own stake and placed into the ground in the public right-of-way.
- (M) Message signs, except by conditional use permit.
- (N) Any sign on unimproved property, unless allowed as a temporary sign.
- (O) Any illegible sign or sign that has 25% or more of its surface destroyed, defaced, missing or inaccurately represents the name or nature of the current business(es) occupying the structure.
- (P) New or relocated off-site signs within the city limits are prohibited.
- (Q) Graffiti

[Section 19.05 amended by Ord. No. 471, sec. 25, passed June 26, 2000; Ord. No. 540, sec. 23, passed August 9, 2004; amended by Ord. No. 608, sec. 9, passed March 14, 2011; Ord. No. 632, sec. 21, passed November 10, 2014]

19.06 Signs in Residential Zones: The following regulations apply to signs in the Residential Single-Family and Residential Multi-Family Zones.

- (A) Maximum Number. Any combination of wall, canopy or free-standing signs not exceeding the sign area and height limitations of this section.
- (B) Maximum total sign area for property on which the building or buildings are located:
 1. Single-family and two-family (duplex) dwelling - 6 square feet provided total sign area on a free-standing sign shall be limited to a maximum of 4 square feet.
 2. Multiple family dwelling - 24 square feet provided total sign area on a freestanding sign shall be limited to a maximum of 18 square feet.
- (C) Maximum Sign Height:
 1. Wall, canopy, or window sign - 4 feet.
 2. Freestanding sign - 6 feet.
- (D) Location:
 1. Wall, canopy or window sign - shall be set back from the property lines of the lot on which it is located the same distance as the building containing the permitted use. A sign flush with the fence (not a projecting sign) shall meet the applicable standards for fences (see Section 10.01 and 10.02).
 2. Freestanding sign - where fences are allowed (see Section 10.01 and 10.02).
- (E) Illumination. Signs may only be indirectly illuminated by a concealed light source, shall not remain illuminated between the hours of 11:00 p.m. and 6:00 a.m., and shall not flash, blink, fluctuate or produce glare.

[Section 19.06 amended by Ord. No. 400, passed June 14, 1993; Ord. No. 437, sec. 34, passed March 12, 1997; Ord. No. 471, sec. 25, passed June 26, 2000; Ord. No. 496, sec. 31, passed October 25, 2001; Ord. No. 540, sec. 23, passed August 9, 2004; Ord. No. 594, sec. 46, passed Dec. 14, 2009]

19.07 Signs in Commercial, Industrial, and Interchange Development Zones: The following regulations apply to signs in the Commercial, Industrial and Interchange Development Zones.

(A) Total allowed area.

1. The total allowed area of signage shall be equal to 1.5 times the length of the building frontage up to a maximum of 150 square feet.
2. The sign area of a freestanding, monument, or projecting sign is determined by the sign area of one side of the sign. The opposite side is not included in the computation of total sign area.
3. A freestanding sign shall not exceed the allowable sign area for the property or 40 square feet of sign area, whichever is less.
4. A monument sign shall not exceed the allowable sign area for the property or 60 square feet of sign area, whichever is less.

(B) Number of Signs.

1. One freestanding, monument, or projecting sign is allowed per street frontage.
2. There is no limit on the number of wall or canopy signs as long as the total allowable sign area is not exceeded.

(C) Maximum sign height:

1. Wall and canopy signs shall not project above the parapet or roof eaves.
2. Freestanding Signs - maximum total height of 20 feet.
3. Monument Signs - maximum total height of 8 feet.
4. Projecting Signs. The vertical height of a projecting sign which projects beyond 3 feet 6 inches from the face of a building to which it is attached is limited to 3 feet at 8 feet clearance. An additional 4 inches of sign height is allowed for each additional foot of clearance above 8 feet, up to a maximum sign height of 5 feet. The vertical height of a projecting sign which projects 3 feet 6 inches or less from the face of a building to which it is attached is not limited, except that it shall not project more than 1 foot above the roof line at the wall, or top of the parapet wall, whichever is higher.

(D) Location:

1. Wall signs may project up to 1.5 feet from the building.
2. Freestanding Sign and Monument Signs. No limitation except shall not project over street right-of-way and shall comply with requirements for vision clearance areas and special street setbacks.
3. Projecting Sign. Maximum projection of a sign shall be limited to 4 feet 6 inches provided, however, that where you have a projecting sign located on a corner approximately halfway from the 2 building faces serving 2 street frontages, the maximum projection is 5 feet 6 inches.

(E) Special Provisions:

1. Corner Building - a building sited on the corner of two public streets, or the intersection of a public street and commercial access serving more than one business, with no parking area intervening between the building and the rights-of-way may have an additional amount of wall sign area equal to 25% of the allowable sign area based on the longest building frontage. In this bonus circumstance, the total computed allowable sign area shall not exceed 187.5 square feet. No more than 75% of the allowable sign area including the 25% bonus area may be located on any single building wall. For example if the total allowed sign area, including the bonus area, is 160 square feet, no more than 120 square feet of sign area may be located on a single building frontage.

2. Integrated Shopping Center - an Integrated Shopping Center may share one single freestanding sign per street frontage in lieu of individual freestanding or monument signs. Such a joint freestanding sign shall not exceed 100 square feet. Each individual business is still allowed a total sign area of 1.5 times the business frontage for wall, projecting, and canopy signs.

[Section 19.07 amended by Ord. No. 400, passed June 14, 1993; Ord. No. 437, sec. 35 and 36, passed Mar. 12, 1997; Ord. No. 471, sec. 25, passed June 26, 2000; Ord. No. 496, sec. 32, passed Oct. 25, 2001; Ord. No. 540, sec. 23, passed Aug. 9, 2004; Ord. No. 594, sec. 47, passed Dec. 14, 2009; Ord. No. 632, sec. 22, passed Nov. 10, 2014]

19.08 Review Procedures:

- (A) Permit Required. No property owner, lessee or contractor shall construct or alter any sign, other than changing the sign copy or design without expanding the sign area, without first obtaining a valid sign permit.
- (B) Current Signs. Owners of conforming or non-conforming signs existing as of the date of adoption of this ordinance are not required to obtain a permit.
- (C) Permit Fees. Permit fees shall be established from time to time by Council resolution.
- (D) Application Requirements. An application for a sign permit shall be made on a form prescribed by the city. The application shall include, at a minimum, a sketch drawn to scale indicating the proposed sign and identifying existing signs on the premises, the sign's location, graphic design, structural and mechanical design and engineering data which ensures its structural stability. The application shall also contain the names and address of the sign company, person authorizing erection of the sign and the owner of the subject property. The city shall issue a permit for a sign unless the sign is in violation of the provisions of these regulations or other provisions of this ordinance. Sign permits mistakenly issued in violation of these regulations or other provisions of this ordinance are void. The city may revoke a sign permit if the city finds that there was a material and misleading false statement of fact in the application for the permit.
- (E) Design, Construction, and Maintenance. All signs shall be designed, constructed, and maintained according to the following standards:
 1. All signs shall comply with the applicable provisions of the Uniform Building Code in effect at the time of the sign permit application and all other applicable structural, electrical and other regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements.
 2. Except for banners, flags, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure.
 3. All signs shall be maintained in a good structural condition and readable at all times.
 4. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or ordinances regulating signs.

[Section 19.08 amended by Ord. No. 400, passed June 14, 1993; Ord. No. 437, sec. 37 and 38, passed March 12, 1997; Ord. No. 471, sec. 25, passed June 26, 2000; Ord. No. 540, sec. 23, passed August 9, 2004; Ord. No. 632, sec. 9, passed November 10, 2014]

19.09 Non-conforming Signs:

- (A) Alteration of Non-conforming Sign Faces. When a non-conforming sign face is damaged or destroyed by fire, flood, wind, or other calamity or act of nature, such sign face may be restored to its original condition provided such work is completed within 30 days of such calamity. A sign structure or support mechanisms so damaged shall not be replaced except in conformance with the provisions of these regulations.
- (B) Abandoned Signs. All signs for a business shall be removed within 30 days after that business ceases to operate on a regular basis, and the entire sign structure or structures shall be removed within 6 months of such cessation of operation. Illegal and abandoned signs that are not removed or are erected in violation of this ordinance may be removed by the city of Aumsville following notice to the property owner. The property owner will be assessed the cost of sign removal if the owner fails to remove the non-conforming, illegal or abandoned sign and the city exercises its authority under this provision.

[Section 19.09 amended by Ord. No. 540, sec. 23, passed August 9, 2004]

19.10 Variances - Signs: Any allowance for signs not complying with the standards set forth in these regulations shall be by variance. Variances to Section 19.00 et seq. will be processed according to the procedures in Section 13.00, but the criteria in Section 13.00 shall not be used. The following criteria shall be used to review and decide sign variance applications:

- (A) There are unique circumstances or conditions of the lot, building or traffic pattern such that the existing sign regulations create an undue hardship;
- (B) The requested variance is consistent with the purpose of the chapter as stated in Section 19.01;
- (C) The granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any other business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this section;
- (D) The granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified items of public welfare;
- (E) The variance will not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance; and
- (F) The variance request shall not be the result of a self-imposed condition or hardship.

[Section 19.10 added by Ord. No. 471, sec. 25, passed June 26, 2000]