

Sign Permit

Applicant Handbook



This packet will guide an applicant through the City's Sign Permit process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Approval Criteria
- 3) Application Form
- 4) Fee Schedule

Please use the following as a check list to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

- Step 1: Submit the Application**
- Step 2: Application Acceptance
- Step 3: Notice of Decision
- Step 4: Appeal of an Administrative Decision** (If Applicable)

IMPORTANT: The City sign regulations apply in all zones. However, in the Downtown zone, additional regulations apply. If you are in the Downtown area you need to follow both the Sign Code and the provisions in the D (Downtown) zone. This information is included in this packet.

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Process Steps



NOTE: These steps are extracted from the Cascade Locks Community Development Code. Items that are the applicant's responsibility are in bold.

Step 1: Application Submittal for Sign Permit

Applications for development actions shall be submitted in accordance with the format and upon such forms as may be established by the City Administrator. (8-6.24.030)

In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit items specific to a Sign Permit. (8-6.144.040)

Step 2: Application Acceptance (8-6.24.040)

Within 7 calendar days of receiving an application the City shall determine whether the application is complete. The City shall notify the applicant when the application is accepted as complete or rejected as incomplete if deficiencies are found. The applicant may resubmit but shall be subject to another 7 calendar day completeness check.

Step 3: Notice of Decision

Written notice of the decision of the City Administrator shall be provided to the applicant (8-6.24.050). The decision is based on the approval criteria listed on the attached sheet and in Section 8-6.184.060 of the City's Municipal Code.

Step 4: Appeal of an Administrative Decision (8-6.36)

An administrative decision may be appealed to the Planning Commission by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by any anyone who files a petition for review or at the direction of the City Council. On appeal the party who files the appeal has the burden of proof. At the public hearing before the Planning Commission of an appeal of an administrative or City Administrator action, participants shall be limited to the applicant, those who made the appeal (8-6.36.050)

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Approval Criteria

8-6.144.070

The City Administrator shall issue a sign permit for those signs which comply with the provisions of this chapter (8-6.144). Sign permits mistakenly issued in violation of this title are void. The City Administrator may revoke a sign permit if he or she finds that there was a material and misleading false statement of fact in the application for the permit.

Applicability of Provisions (8-6.144.020)

NOTE: Additional requirements apply in the Downtown zone. That information is found at the end of this document

A. Exempt Signs

The following signs do not require sign permits:

1. Legally established conforming or nonconforming signs existing as of June 30, 1998;
2. Painted murals, wall decorations, or wall highlights;
3. Up to two lawn signs not exceeding 6 square feet per sign face or 3 feet in height;
4. Signs posted by or under governmental authority including, but not limited to, legal notices, traffic, danger, no trespassing, emergency, and signs related to public services or safety;
5. National, state, or other government agency flags on permanent flag poles which are designed to allow raising and lowering of the flags;
6. Flags (other than national, state, or other government agency flags), banners, balloons, or similar types of tethered objects approved as a temporary sign;
7. Signs inside a building, including interior window signs, except for strobe lights visible from a right-of-way, other property, or from the air; and
8. Residential name and/or address plates that do not exceed 2 square feet.

Only one such sign shall be permitted upon the premises and may only be indirectly illuminated.



B. Prohibited Signs

The following signs are prohibited:

1. Unsafe signs or improperly maintained signs, unless the sign and sign structure is so constructed, erected, and maintained as to be able to withstand the wind, seismic, and other requirements as specified in the Uniform Building Code or this title;
2. Traffic obstructing signs that:
 - a. Obstruct a 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;
 - b. Interfere with, imitate, obstruct the view of, or resemble any official traffic control sign, signal, device, or emergency light;
 - c. Make use of the word "stop", "look", "danger" or any other similar word, phrase, symbol, or character in such a manner as is reasonably likely to interfere with, mislead, or confuse motorists;
3. 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, may be allowed;
4. Signs that use or employ side guy wires in pedestrian or vehicular areas;
5. Signs that obstruct any fire escape, required exit, window, or door opening used as a means of egress;
6. Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire;
7. Rotating/revolving signs;
8. Flashing signs;
9. Message signs over 8 square feet in area;
10. Signs in a public right-of-way in whole or in part, except signs legally erected for informational purposes by or on behalf of a government agency. 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. 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; and

11. Nothing in this title shall prevent the erection, location or construction of signs on private property where such erection, construction or location is required by any law or ordinance, nor shall any public agency or utility be prohibited from erecting signs on private property when otherwise permitted.

Sign Requirements (8-6.144.050)

Signs which are subject to the provisions of this chapter shall satisfy the standards in this section. Signs which do not meet all of the requirements of this chapter may only be approved as provided in Section 8-6.144.080 Sign Code Exceptions or Chapter 8-6.160, Variance.

A. General Sign Requirements

Sign Type	Residential, Public, and Open Space Zones	Commercial and Industrial Zones
Freestanding		
Maximum:		
· Number	· 1	· 1
· Height	· 4 feet	· 20 feet
· Sign area per face	· 16 square feet	· 50 square feet
· Total sign area - all faces	· 32 square feet	· 100 square feet
Location:	· At entry point(s) to housing complex or subdivision	· Outside of the public right-of-way



Sign Type	Residential, Public, and Open Space Zones	Commercial and Industrial Zones
Wall, Projecting and Roof		
Maximum:		
· Number	· 1	· No limit
· Height	· Up to 4 feet above highest point of the roof; or maximum building height of the base zone - whichever is lower; Lowest part at least 8 feet above underlying grade for projecting signs	· Up to 4 feet above highest point of the roof; or maximum building height of the base zone - whichever is lower; Lowest part at least 8 feet above underlying grade for projecting signs
· Sign area per face	· 4 square feet	· 1-1/2 square feet per lineal foot of building frontage with a maximum of 50 square feet
· Total sign area - all faces	· 8 square feet	· 50 square feet
Location:	· Signs shall not project more than 4 feet from a building wall unless attached to a canopy	· Signs shall not project more than 4 feet from a building wall unless attached to a canopy



Temporary		
Maximum:		
· Number	· A maximum of 2 lawn signs are permitted. All other temporary signs are not permitted.	· 4
· Height		· 4 feet for freestanding signs and up to parapet or roof eaves for wall signs
· Sign area per face		· 32 square feet
· Total sign area - all faces		· 64 square feet
Location:		
		· Outside of the street right-of-way
Time limit:		
		· 120 days

Sign Type	Residential, Public, and Open Space Zones	Commercial and Industrial Zones
Directional		
Maximum:		
· Number	· 1 sign per driveway	· 2 signs per driveway
· Height	· 3 feet	· 3 feet
· Sign area per face	· 6 square feet	· 6 square feet
· Total sign area - all faces	· 24 square feet	· 32 square feet
Location:		
	· Adjacent to private driveway or sidewalk	· Adjacent to private driveway or sidewalk
Total Sign Area Per Lot All sign faces	· 32 square feet	· 100 square feet

B. Illumination

Illumination for the purpose of providing readability of sign during hours of darkness is allowed. Any flashing, moving, animated, blinking, or rotating sign in which illumination changes with time or which is designed in a manner to simulate motion, or produces glare for adjacent properties or a public street is prohibited. Message

signs less than 8 square feet in area in commercial and industrial zones are not included in this prohibition.



C. Sign Location

1. Except for signs posted by government authority as described in Section 8-6.144.020, no sign shall be located within or project into a public right-of-way.
2. All signs shall comply with the vision clearance requirements in Chapter 8-6.116.

D. Temporary Signs - Additional Requirements

1. No permit shall be issued for a period longer than 120 days, but a permit may be renewed by the City Administrator upon a showing of good cause for the continuation of the temporary permit;
2. Banners may be allowed as temporary wall signs provided they meet the dimensional requirements in Section 8-6.144.050 A.;
3. A maximum of 10 balloons with a maximum volume of 5 cubic feet each shall be permitted as part of a temporary sign permit; and
4. Temporary signs may not be permanently attached to the ground, buildings, or other structures.

Downtown Zone Sign Standards

1. All standards of Chapter 8-6.144 of this Code shall apply in the D zone except for the following standards:
 - a. Freestanding pole signs are prohibited.
 - b. Internally illuminated signs are prohibited.
 - c. Pedestrian-oriented sign bonus. The City Administrator shall have authority to grant additional pedestrian oriented signs up to a total of 12 square feet for all such signs. The maximum size for any one pedestrian sign shall be 6 square feet. Pedestrian oriented signs include: window signs, small wall mounted or projecting signs located not more than 10 feet above grade, signs placed on awning valances, and signs suspended under canopies and awnings. Signs that are suspended above pedestrian walkways shall provide a minimum of 7.5 feet of vertical clearance.

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P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
Fax: 541-374-8752



SIGN PERMIT APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: _____ Phone: _____

Address: _____

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: _____ Phone: _____

Address: _____

Property Information

Property Address: _____

Zone: _____

Sign(s) Description

Sign Type: _____ Height: _____ Area of largest face: _____ Total Area: _____.

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Sign Type: _____ Height: _____ Area of largest face: _____ Total Area: _____.

II. APPLICATION REQUIREMENTS



- (A) _____ Completed and signed application form.
- (B) _____ TWO copies of the site plan drawn to scale showing the locations of all existing and proposed signs on the property. The site plan must include the material required under Sections 8-6.144.040 of the Community Development Code. City Staff will assist the applicant in determining what information is required on the site plan.
- (C) _____ TWO copies of a sign drawing which illustrates:
 - a. The sign area dimensions;
 - b. The materials and colors to be used and graphic design;
 - c. If the sign is to be mounted on a building, an accurate drawing of the building face showing the sign's location, with dimensions for the building wall, roof, and sign, and the location and dimension of all other signs mounted on the building face.
 - d. The height of the sign above the ground;
 - e. The source and intensity of any illumination;
 - f. The structural and mechanical design and any engineering data, i.e., size of footings, anchorages, and welds; and
 - g. For those cases where an existing sign is to be modified, the applicant for a sign permit shall provide documentation or verifiable proof of when a sign was erected and, whenever possible, shall submit a copy of the original sign permit.
- (E) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (G) _____ Payment for filing fee.

NOTE – FOR ANY NEW CONSTRUCTION A BUILDING PERMIT ISSUED BY HOOD RIVER COUNTY MAY ALSO BE REQUIRED. CONTACT THE COUNTY BUILDING DIVISION FOR INFORMATION

FOR OFFICE USE ONLY			
File Number:	_____		
Submittal Date:	_____	Fee: _____	Received by: _____
Application Type:	_____	Completeness: _____	120th Day: _____

III. SIGNATURES



NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

Applicant/Owner

Date

Applicant/Owner

Date

RESOLUTION NO. 1178

A RESOLUTION SETTING A FEE SCHEDULE FOR VARIOUS LAND USE AND DEVELOPMENT PERMIT APPLICATIONS; AND REPEALING RESOLUTION NO. 1120.

WHEREAS, the City receives requests from property owners and developers for approval of various land use actions; and

WHEREAS, the City processes development permits for construction of public facilities which includes permit handling, plan review, and inspections;

WHEREAS, the City processes permits for performing work within the public right-of-way;

WHEREAS, it is important that the City recover the costs associated with processing these;

NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Application Fee Schedule. The following fees shall be paid with the application:

Type of Application:

<u>Administrative Review</u> (8-6.20.020)	\$75.00 Base Fee which includes all staff time and One (1) hour Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer Over costs covered by Base Fee
<u>Variance</u>	\$450.00 Base Fee which includes all staff time and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Partitions</u>		
Minor	\$500.00 Base Fee	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
Major	\$500.00 Base Fee Which includes all Staff time, four (4) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Wetland/Riparian Permits</u>	\$400.00 Base Fee Which include all Staff time, and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered By Base Fee
<u>Planned Unit Development</u>	\$1,400.00 Base Fee Which includes all Staff time and eight (8) hours Planning Consultant and one hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Subdivision</u>	\$1,200.00 Base Fee Which includes all Staff time, eight (8) hours Planning Consultant, and three (3) hours Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Lot Line Adjustment</u>	\$125.00	
<u>Signs</u>	\$75.00 + \$2.00 per square foot	

<u>Conditional Use</u>	\$625.00 Base Fee Which include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner. Attorney or Engineer over costs covered by Base Fee
<u>Site Plan Review</u>	\$625.00 Base Fee Which include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Zone Change</u>	\$625.00 Base Fee Which include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Comprehensive Plan Amendment</u>	\$1,000.00 Base Fee Which include all Staff time, eight (8) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Vacations</u>	\$600.00 Base Fee Which include all Staff time and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Temporary Permit</u> *A temporary permit will not be allowed until a building permit is purchased through Hood River County	\$300.00 Base Fee Which include all Staff time and two (2) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Annexation</u>	\$1,000.00 Base Fee Which include all Staff, eight (8) hours Planning Consultant, and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Amendment to Urban Growth Boundary</u>	\$1,000.00 Base Fee Which include all Staff time, eight (8) hours Planning Consultant, and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Pre-application Conference Costs</u>		\$ 225.00
<u>Zoning/Building Review Plan</u>		
A. Accessory Structure, minor review		\$ 50.00
B. House or Mobile Home		\$ 100.00
C. Multi-family dwellings		\$ 100.00 + \$25.00 per unit
D. Commercial, Industrial, Other Projects		\$ 200.00

SECTION 2. Multiple Applications. If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base fee of the applications necessary, plus 20% of the other Base fees involved.

SECTION 3. Appeal Fee Schedule. Fees for Appeal of Decision will be \$450.00. This base charge include all Staff, eight (8) hours Planning Consultant, and one (1) hour Engineer; plus any extra costs for the Planner, Attorney or Engineer over costs covered by Base Fee.

SECTION 4. Fee Refunds

A. A refund of an application fee will be issued if an application is withdrawn. The refund will be equal to the original Base Fee plus any additional deposits made less the actual costs paid to the planner, attorney, or engineer directly attributable to the application and less any direct costs for publishing or mailing of public hearing notices.

B. A refund of an appeal fee will be issued if the application on which the appeal is based is withdrawn.

SECTION 5 – Public Works Permit Fees. The following fees will be paid with the application: (Note that these fees do not include any hookup charges or systems development charges.)

<u>Type A Construction Permit</u>	\$250.00 Non-refundable Fee Base Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Type B Construction Permit</u>	\$500.00 Non-refundable Fee Base Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Right of Way Permit</u>	\$50.00 Non-refundable Fee Base Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee

SECTION 6. Payment Agreement Required. Each applicant shall be required to sign an agreement developed by the City Attorney that requires the Applicant to pay any and all costs determined by the City Staff to be above the costs covered by the Base Fees.

SECTION 7. Annual Review. The Planning Commission shall review these fees each year and make a report to the Council as to whether any change should be made to them.

SECTION 8. Resolution No. 1120 Repealed. Resolution No. 1120 is hereby repealed.

ADOPTED by the City Council this 27th day of July, 2009.

APPROVED by the Mayor this 27th day of July, 2009.

Mayor

ATTEST:

City Recorder