

# 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 Agreement
- 5) 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: Attend meeting with the ARC (if applicable)**
- Step 4: Notice of Decision
- Step 5: 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.

# Sign Permit Step by Step

1. Sign Permit Application submitted by applicant.
  - a. The applicant must submit the required documents with the application as listed in Section 8-6.24.030 and Section 8-6.144.040 of the Community Development Code.
  - b. The fee for a Sign Code Exception is \$75 plus \$2 per sq. foot and needs to be paid at the time of submittal.
  
2. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 7 calendar days to determine whether the application is complete.
  - b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
  - c. If the application is denied, resubmitted applications will be subject to another 7 calendar day completeness check.
  
3. Attend meeting with the Architectural Review Committee (if applicable)
  - a. This committee will review your application and site plan to assure that your sign meets the specific design standards for the zone of the proposed development.
  - b. The ARC will schedule a meeting no earlier than 7 days and no more than 14 days after the application is determined complete
  
4. Notice of Decision
  - a. Written notice of decision of the City Administrator shall be provided to the applicant and all persons who submitted written comments.
  - b. The decision is based on the approval criteria listed on the attached sheet.
  
5. Appeal Period
  - a. There will be a 14 calendar day period after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition or at the direction of the City Council.
  - b. If there is an appeal, it will be subject to another 20 calendar day Public Hearing Notice and then go to a City Council Public Hearing.
  - c. The City Council will then make a decision.
  - d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
  
6. Submit a County Building Permit (if the Planning Commission approved your application)
  - a. You can print a copy of the Hood River County Building Permit Application from their website at [www.co.hood-river.or.us](http://www.co.hood-river.or.us).
  - b. The application must be signed off by City of Cascade Locks Public Works Superintendent, Electric Department Superintendent, Fire Chief, and Planning Department. The County will not accept the permit until that is completed. This process will be done as quickly as possible by the City.

# Sign Permit

## Applicant Handbook

### 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      |
|-------------------------------|---|--------------------------------------|
| <b>Freestanding</b>           |   |                                      |
| 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  |
|-------------------------------|---|--|
| <b>Temporary</b>              |   |  |
| 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   |
|----------------------------------|---|---|
| <b>Wall, Projecting and Roof</b> |   |   |
| 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   |

| Sign Type                                 | Residential, Public, and Open Space Zones  | Commercial and Industrial Zones            |
|---|--|--|
| <b>Directional</b>                        |  |  |
| 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<br>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.

# SIGN PERMIT APPLICATION

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

## 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: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

### Sign(s) Description

Sign Type: \_\_\_\_\_ Height: \_\_\_\_\_ Area of largest face: \_\_\_\_\_ Total Area: \_\_\_\_\_

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### FOR OFFICE USE ONLY

File Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Received by: \_\_\_\_\_

Application Type: \_\_\_\_\_ Completeness: \_\_\_\_\_ 120th Day: \_\_\_\_\_

**II. APPLICATION REQUIREMENTS**

- (A) \_\_\_\_\_ Completed and signed application form.
- (B) \_\_\_\_\_ ONE copy and ONE PDF version 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) \_\_\_\_\_ ONE copy and ONE PDF version 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

**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

**NOTICE TO APPLICANT  
REIMBURSEMENT TO CITY OF CASCADE LOCKS  
FOR ADMINISTRATIVE FEES**

**TO: APPLICANT**

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY  
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), \_\_\_\_\_, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an additional deposit required is \$ 1,000.00, but those actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**APPLICANT(S):** \_\_\_\_\_

**PROPERTY OWNER(S):** \_\_\_\_\_  
(If Different Than Above)

# Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

## For All Developments:

|  |                       |
|--|-----------------------|
| Pre-Application Conference   | \$225                 |
| Site Plan Review<br><i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i> | \$625                 |
| Public Work Type A Permit<br><i>Plan review &amp; inspection by Public Works</i>         | \$250                 |
| Zoning/Building Review Plan  |                       |
| A. Accessory Structure, minor review   | \$50                  |
| B. House or Mobile Home  | \$100                 |
| C. Multi-Family Dwellings  | \$100 + \$25 per unit |
| D. Commercial, Industrial, Other Projects  | \$200                 |

## Additional Fees for Multi-Family Developments:

|   |         |
|---|---------|
| Planned Unit Development<br><i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i> | \$1,400 |
| Subdivision<br><i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>              | \$1,200 |
| Public Work Type B Permit<br><i>Plan review &amp; inspection by Public Works</i>                  | \$500   |

## Other Possible Charges:

|   |                        |
|---|------------------------|
| Conditional Use<br><i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>                                   | \$625                  |
| Lot Line Adjustment   | \$125                  |
| Variance<br><i>Staff time &amp; 4 hours planning consultant</i>   | \$450                  |
| Partitions<br><i>Staff time, 4 hours planning consultant &amp; 1 hours engineer</i>                                       | \$500                  |
| Signs   | \$75 + \$2 per sq foot |
| Temporary Permit<br><i>A temporary permit will not be allowed until a building permit is purchased through the County</i> | \$300                  |

## Appeal Process:

|   |       |
|---|-------|
| Appeal  | \$450 |
| Administrative Review<br><i>Staff time &amp; 1 hour planning consultant</i> | \$75  |

## Miscellaneous Fees:

|  |         |
|--|---------|
| Amendment to Urban Growth Boundary<br><i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i> | \$1,000 |
| Comprehensive Plan Amendment<br><i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>       | \$1,000 |
| Wetland/Riparian Permit<br><i>Staff time &amp; 4 hours planning consultant</i>                             | \$400   |
| Right of Way Permit<br><i>Plan review &amp; inspection by Public Works</i>                                 | \$50    |
| Vacations<br><i>Staff time &amp; 4 hours planning consultant</i>   | \$600   |
| Annexation<br><i>Staff, 8 hours planning consultant &amp; 1 hour engineer</i>                              | \$1,000 |
| Zone Change<br><i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>                        | \$625   |