



City of Canby
Planning Department
222 NE 2nd Avenue
P.O. Box 930
Canby, OR 97013
Ph: 503-266-7001
Fax: 503-266-1574

LAND USE APPLICATION

Temporary Banner and/or Balloon Sign Registration

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

☐ Applicant Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Representative Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ❶ All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

Street Address or Location of Subject Property _____ Total Size of Property _____ Assessor Tax Lot Numbers _____

Existing Use, Structures, Other Improvements on Site _____ Zoning _____ Comp Plan Designation _____

Describe the Proposed Development or Use of Subject Property _____

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

Banner and/or Balloon Sign Location Sketch Plan

Business Name _____

Business Address _____

Business License # _____

TEMPORARY BANNER AND BALLOON SIGN REGISTRATION INFORMATION

All required application submittals detailed below must also be submitted in ELECTRONIC FORMAT on a CD, flash drive, FTP site, or via email to: PlanningApps@canbyoregon.gov

Temporary banner and balloon signs do not require a sign permit, but must be registered with the Planning Department of the City of Canby, specifying the sign owner's Canby business name and address, their Canby Business license number (if applicable), the sign erection and removal dates, sign square footage, and site plan sketch of proposed location of each temporary banner or balloon sign.

Temporary banner and balloon signs shall display a weatherproof label from the City indicating that the sign is registered. Temporary banner and balloon signs displayed beyond the approved dates provided to the City shall be in violation of Section 16.42.050.C.5 of the Canby Municipal Code.

The above city zoning code provisions provide that only a single temporary banner or balloon sign may be displayed on a commercial or industrial zoned lot by each business license holder who operates their business at that location. A banner sign may not exceed 50 square feet in size. A balloon sign may not exceed 80 cubic feet in size. A balloon sign may not be taller than the maximum allowed height of a pole sign permitted in the same zone. See section 16.42.050, Tables 1 through 7 for pole height information which can vary from 18 to 26 feet.

Temporary banner and balloon signs are allowed to be displayed up to four times per year for no longer than 30 days for each occurrence for businesses in commercial and industrial zones. Temporary banner and balloon signs are allowed to be displayed up to two times per year for no longer than 30 days for each occurrence for businesses in residential and agricultural zones.

No temporary banner or balloon sign shall be internally illuminated or be illuminated by an external light source primarily intended for the illumination of the sign.

The sign shall be attached to a site or constructed in a manner that both prevents the sign from being easily removed by unauthorized persons or being blown from its location, and allows for the easy removal of the sign by authorized persons.

Signs shall not be attached to trees, shrubbery, utility poles or traffic control signs or devices.

No sign shall be erected or maintained that, by reason of its size, location or construction, constitutes a hazard to the public.