



City of Canby  
 Planning Department  
 222 NE 2<sup>nd</sup> Avenue  
 PO Box 930  
 Canby, OR 97013  
 (503) 266-7001

# LAND USE APPLICATION

## Sign Permit Type I Process

**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*

- ① 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.
- ② 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.
- ③ 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

# SIGN PERMIT: CHECKLIST

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email to: [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov)

**The following information must be submitted in order to apply for a Sign Permit:**

- Application form & checklist
- Payment of Fees
- Three (3) copies of plot plan, drawn to scale, showing boundaries of site, property lines, setback lines, curbs, driveways, buildings, and vision clearance areas; and location, type, and size of all existing signs and all proposed signs on the site (a "site" is one lot -or- two or more abutting lots when they share facilities such as driveways, parking, and pedestrian walkways)
- Three (3) copies of elevations, drawn to scale, showing sign dimensions and elevations. If sign is attached to or mounted on a building, then elevations of building, including dimensions, must also be included.

**Type of Sign Proposed:**

- Awning/Canopy Sign
- Automobile Service Sign (16.42.060)
- Balloon Sign
- Banner Sign
- Blade/Overhang Sign
- Marquee Sign
- Monument Sign
- Pole Sign
- Wall Sign
- Window Sign
- Other \_\_\_\_\_

**Two (2) copies of structural plans, drawn to scale:**

- Awning/Canopy Sign:** size of sign, cross-section drawing of awning/canopy structure showing method of attachment and number and size of fasteners.
- Balloon Sign:** size of sign, method of temporary attachment to ground or building to resist wind loading.
- Banner Sign:** size of sign, method of attachment to wall or other structure and number and size of fasteners.
- Blade/Overhang Sign:** size of sign, cross-section drawing of sign & support structure showing method of attachment and number and size of fasteners.
- Marquee Sign:** size of sign, cross-section drawing of sign & support structure showing method of attachment and number and size of fasteners.
- Monument Sign:** size of sign, size of legs or base and footing, method of permanent attachment to ground to resist wind loading.
- Pole Sign:** size of sign, size and height of pole, size of footing, wind load engineering calculations.
- Wall Sign:** size of sign, cross-section drawing of building structure showing method of attachment and number and size of fasteners.
- Window Sign:** size of sign, except for sign painted on or glued to glazing, show cross-section drawing of sign & support structure showing method of attachment to window framing and number and size of fasteners.

**Is the site one of the following?**

- Minor Business Complex** – A site proposed for or consisting of multiple uses and/or multiple tenants, where the building(s) contain a maximum of 14,999 square feet in gross floor area.
- Major Business Complex** – A site proposed for or consisting of multiple uses and/or multiple tenants, where the building(s) contain 15,000 to 99,999 square feet in gross floor area.
- Industrial/Research Business Complex** – A site proposed for or consisting of multiple uses and/or multiple tenants, where the building(s) contain a minimum of 100,000 square feet in gross floor area.
- Current # of business licenses on file with the City at this site:** \_\_\_\_\_
- Proposed Sign Dimensions:**

\_\_\_\_\_ feet X \_\_\_\_\_ feet X \_\_\_\_\_ # of faces = \_\_\_\_\_ sq. feet

**Is sign electrified?**  Yes  No

An Electrical Permit and Inspection from Clackamas County is required for all electrified signs in addition to the Sign Building Permit issued by the City.

**Does sign encroach into public Right-of-Way?**  Yes  No

For any sign that encroaches into public Right-of-Way, the applicant must provide copy of an approved Encroachment Permit and Proof of Liability Insurance with this sign permit application. See 16.42.045.

**Fee:** Refer to the city’s Master Fee Schedule for current fees.

**\*\*Note: Applicants may also be required to obtain Building Permits from Clackamas County prior to constructing signs\*\***

STAFF USE ONLY	
Location of Site (Tax Lot Numbers):	
Address(es) on Site (List all addresses):	
Zoning District(s):	
# of Business Licenses On-File at Site:	
Previous Land Use Actions (if any). Sign permits must be issued 6 months after land use decision.	
Type and Size of Sign Proposed:	
Type and Size of Existing Signs On-Site:	
Is Proposed Sign Prohibited? (CMC 16.42.025.A)	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, then application must be denied)
Is Proposed Sign Exempt? (CMC 16.42.025.B)	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, then no zoning permit is required)
Is This an Allowed Temporary Sign? (CMC 16.42.025.C)	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, then no zoning permit is required)
Does This Sign Require a Temporary Event Permit (CMC 16.42.030), a Community Event Sign Plan (CMC 16.42.030), or a Type II review for non-standard A-Frame or Monument signs (CMC 16.42.040.C&D)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, then attach copy of required approval)
General standards of 16.42.020 met?	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes: _____
Design standards of 16.42.040 met?	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes: _____
Applicable Table (CMC 16.42.050):	
Planner Notes:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <i>Approved permits expire after 180 days.</i>	Signature _____ Date _____