

SIGN APPLICATION

City of Madras

Community Development Department
125 SW "E" Street, Madras, OR 97741
Phone: 541-475-2344
Fax: 541-475-7061
www.ci.madras.or.us

OFFICE USE ONLY

File #: _____ Zoning: _____
Date Submitted: _____ Permit Fee: _____
Fee Paid: Yes No Date Approved: _____
Permit Status: Approved Denied Approved with Conditions
(See Attached Letter)

PROPERTY INFORMATION:

Address of Sign Location: _____
Map and Tax Lot: _____

REQUESTED SIGNAGE (Check All That Apply):

Signage Requested: New Sign Sign Type: Monument Height (ft.): _____
Face Change Pole Height (ft.): _____
 Wall Wall Length (ft.): North: _____
Property Use: Residential South: _____
 Commercial East: _____
 Industrial West: _____

Existing Signage: # of Existing Signs: _____
of Wall Signs: _____
of Monument/Pole Signs: _____
Total Size of Existing Signs (ft.): _____
New Signage: # of New Signs: _____
of Wall Signs: _____
of Monument/Pole Signs: _____
Total Size of New Signs (ft.): _____

APPLICANT INFORMATION:

Applicant Name (print): _____ Phone: _____
Applicant Signature (if not Property Owner): _____ Email: _____
Business Name: _____
Address: _____
City/State/Zipcode: _____

PROPERTY OWNER INFORMATION:

Property Owner Name (print): _____ Phone: _____
Property Owner Signature: _____
Address: _____ Email: _____
City/State/Zipcode: _____

SIGN INSTALLER INFORMATION:

Company Name (if not Applicant or Property Owner): _____ Phone: _____
Contact: _____
Address: _____ Email: _____

Statement of Acknowledgement:

By signing this application as the applicant or property owner, I acknowledge that to the best of my knowledge, all statements and information contained in this application and associated information are true and correct and that any incorrect information provided may invalidate a sign permit issued by the City. I also authorize City staff to enter the property for inspection in conjunction with this sign application. I also understand that all signs installed on the above referenced property shall conform to the City of Madras Sign Ordinance & shall be approved by the City prior to installation. I also understand that all necessary permits from the City of Madras & Jefferson County Building Department shall be obtained prior to installation.

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Community Development Department

SIGN APPLICATION CHECKLIST

A Site Plan Map, which shows all existing and proposed structures and parking areas, must accompany the Sign Application. The following checklist identifies the specific information, which should be included on this map.

1. SIGN PLANS

Sign plans drawn to scale shall be submitted for all proposed signs and shall include the following information:

- Show and label the proposed sign, for example, pole sign, freestanding sign, or wall sign.
- If the proposed sign is a freestanding sign, show the total height above grade.
- Show the proposed sign's face height from top to bottom, width of sign face and area of sign face.
- Show whether or not the proposed sign is illuminated and the type of illumination, for example, direct, indirect, or internal.
- If the proposed sign is illuminated, show the source of illumination, for example, incandescent, fluorescent or neon.

2. SITE PLAN DRAWN TO SCALE

A site plan must be submitted for freestanding signs. No site plan is required for wall signs, unless circumstances cause the Community Development Director to ask that one be submitted. Please submit clearly legible blueprints, ink drawings or photocopies on, at minimum 8 ½ inch x 11 inch paper, with the following information:

- Name, mailing address, and phone number of the sign contracting company and the name of a contact person.
- Name of the business for which the sign is proposed.
- Address of the site for the proposed sign.
- North arrow and scale.
- Dimensions of the lot lines for the site.
- Show frontage streets, name them, and show on-site and abutting sidewalks.
- Vehicle access points and driveways and the direction of traffic flow. If a sign is proposed at a vehicle access point or driveway, also show the Vision Clearance Area at driveways and local streets or arterial/collector roads. Refer to Section 4.11 in the City of Madras Zoning Ordinance.
- If the proposed sign involves a building, such as a wall sign, show the building's outline and its distance from the property lines and where the sign will be located on the building.
- If other existing freestanding signs are on the site, show the sign's total height above grade, height of sign face, width of sign face, and area of sign face. Label them as to type of sign, for example, existing pole, existing monument, etc.
- If an existing sign is to be removed, note such on the plan.

3. BUILDING ELEVATIONS

Building elevations drawn to scale must be submitted for wall signs. No building elevations are required for freestanding signs, unless circumstances cause the Community Development Director to ask that they be submitted. The Building Elevations shall include the following information:

- Show the elevation of the wall upon which the wall sign will be attached.
- Show the elevation's height and width of the elevation.
- Show the proposed sign's face height from top to bottom, width of sign face and area of sign face.
- Show all existing wall signs on the subject building and label them as "Existing".
- If an existing sign is to be removed, note such on the elevation.

4. ADDITIONAL INFORMATION

- Additional information may be requested by staff to complete the review process

Return Application To: City of Madras
 Community Development Department
 125 SW 'E' Street, Madras, Oregon 97741
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 Fax: 541-475-3959
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