



**CITY OF JACKSONVILLE**  
 110 E. Main St. – P. O. Box 7, Jacksonville, OR 97530  
 Phone: (541) 899-6873 Fax: (541) 899-7882  
[www.jacksonvilleor.us](http://www.jacksonvilleor.us)

**Office Hours:**  
 Mon - Tues - Thurs – Fri - 8:30am – 2:00pm  
**Wednesday:** Closed to the public all day

Filing Fee: \$240.00

Review Level: \_\_\_\_\_

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

Date Received: \_\_\_\_\_

**SIGN PERMIT APPLICATION**

**SITE ADDRESS:** \_\_\_\_\_

APPLICANT (OWNER): \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ WORK NUMBER: \_\_\_\_\_

MAP AND TAX LOT NUMBER: 37 2W SECTION \_\_\_\_\_ TAX LOT # \_\_\_\_\_

ZONE DESIGNATION \_\_\_\_\_ HISTORIC LANDMARK DESIGNATED PROPERTY? YES  NO

**A 200' FOOT VICINITY MAP AND MAILING LABELS ARE REQUIRED FOR ALL APPLICATIONS REQUIRING A HEARING ~ Contact a local Title company and request 2 sets of labels OR go to the Jackson County website at: <http://www.co.jackson.or.us>. & follow the instructions on the "intro & tips" tab.**

**SIGN DESIGNER / INSTALLER:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

BUILDING FRONTAGE: \_\_\_\_\_ feet STREET FRONTAGE: (general commercial zone): \_\_\_\_\_ feet

SIGN TYPE:

- Wall Sign: Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.
- Additional Wall Sign: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.
- Any additional wall signs on the same façade? Size: \_\_\_\_\_ x \_\_\_\_\_
- Right Angle Sign: Size: \_\_\_\_\_ x \_\_\_\_\_ Height \_\_\_\_\_ x \_\_\_\_\_
- Balcony or Marquee Sign: Size \_\_\_\_\_ x \_\_\_\_\_
- Parapet or Lintel Sign: Size: \_\_\_\_\_ x \_\_\_\_\_
- Window and/or Door Sign:  
 Total of signs is \_\_\_\_\_ % of total window and/or door area (not to exceed 20%)
- 'Open/Closed' Sign (maximum one, no larger than one square foot in size)
- Freestanding Sign: Size: \_\_\_\_\_ x \_\_\_\_\_ Height \_\_\_\_\_ x \_\_\_\_\_  
 Distance from Building: \_\_\_\_\_
- Other: Description \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby agree to install this sign to the attached specifications and to comply with all laws and ordinances pertaining to such installation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**§ 18.15.030 APPLICATION.**

**THE APPLICANT MUST SUBMIT TWO (2) COPIES OF THE FOLLOWING:**

- An accurate, in-scale rendering of the sign fully indicating its colors, lettering, symbols, logos, materials, size, area, etc.**
- An elevation and plot plan drawn to scale indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.**
- One completed copy of the city sign application.**

**~ Sign applications shall be reviewed by the Hearings Officer and may be approved based upon compliance with all applicable sections of this chapter. The Hearings Officer may refer any application to the full Commission for review. If a relief from standards is required, the Hearings Officer shall refer the application to the full HARC.**

**~ Notwithstanding other chapters of Title 18, no notification is required upon application for a sign.**

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**§ 18.15.055 PROHIBITED SIGNS.**

- A. Paper or plastic signs or banners are not allowed on the exterior of any building, except as provided in Section 18.15.050.
- B. No sign shall be attached to a utility pole nor placed within any public right-of-way, unless approved by the City Council through franchise agreement.
- C. Fluorescent and/or neon lighting is not allowed, except as provided in Section 18.15.090.
- D. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable.
- E. Internally illuminated signs.
- F. Billboards or off-premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 18.15.050.
- G. Sandwich boards, murals, bench, and portable signs (such as vehicle mounted) are prohibited.
- H. Balloons.
- I. Signs or devices (such as drink dispensers) that display the symbol, slogan or trademark of national product brands of soft drinks, or other products, or services shall be prohibited except as provided in Section 18.15.090.
- J. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light/sign or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.
- K. In the case of commercial signs, no sign shall be allowed except a sign which identifies or advertises the primary business conducted on the premises.
- L. Banners and pennants, except as provided for in 18.15.080(7).
- M. Signs which use plastic as part of the exterior visual effects unless the material accurately replicates natural materials.
- N. Cartoon images, line drawn or silhouette, of live or inanimate objects are prohibited. A cartoon image is defined as a caricature of an animate or inanimate object intended as humorous.
- O. Exposed vending machines, such as those used to dispense soft drinks.
- P. Plastic and metal phone booths, unless sheathed in a wood cover.