



CITY OF JACKSONVILLE
 206 N. 5th Street | P.O. Box 7, Jacksonville, OR 97530
 (541) 899-6873 | www.jacksonvilleor.us

Office Hours -
 Mon, Tues, Thurs, Fri: 8:30 am - 2:00 pm
 Wed: Closed to the public

Receipt #: _____
 Filing Fee: **\$240.00**
 Review Level: _____

SIGN PERMIT APPLICATION

PROJECT ADDRESS: _____

APPLICANT (OWNER): _____

APPLICANT'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ EMAIL: _____

MAP AND TAX LOT NUMBER: _____

ZONING: _____ HISTORIC LANDMARK DESIGNATED PROPERTY? YES NO

SIGN DESIGNER / INSTALLER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ EMAIL: _____

BUILDING FRONTAGE: _____ feet (*Historical Core District*)

BUILDING FRONTAGE: _____ feet STREET FRONTAGE: _____ feet (*General Commercial District*)

SIGN TYPE:

- Wall Sign: Size _____ x _____ = _____ square feet
- Additional Wall Sign: Size _____ x _____ = _____ square feet
- Any additional wall signs on the same facade? Size _____ x _____
- Right Angle Sign: Size _____ x _____ = _____ square feet
- Balcony or Marquee Sign: Size _____ x _____ = _____ square feet
- Parapet or Lintel Sign: Size _____ x _____ = _____ square feet
- Window and/or Door Sign:
 Total of signs is Size _____ % 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 _____ = _____ square feet
 Distance from Building: _____
- Other: Description _____

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

APPLICANT'S SIGNATURE: _____ DATE: _____

Per ORS 227.178, the City of Jacksonville Planning Department is required to determine that an application is complete within thirty (30) days of receipt of the application. If the application is incomplete, staff will request in writing additional information. The City must take final action on a land use application within one hundred twenty (120) days from the time the City Planner or designee certifies that the land use application is complete, unless a waiver of that time requirement is requested by the applicant. If final action is not taken within one hundred twenty (120) days and a waiver of that time requirement has not been signed by the applicant, the applicant may apply to the circuit court of Jackson County for a writ of mandamus to compel the city to issue the Land Use Permit.

§ 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.

§ 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.