



CITY OF STAYTON
APPLICATION FOR A PERMIT TO ERECT OR ALTER A SIGN

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

APPLICANT'S REPRESENTATIVE: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

LOCATION: Identify the exact location of the property: Street Address: _____

Assessor's Tax Lot Number: Map 91W _____ Lot _____

Closest Intersecting Streets: _____

DESCRIPTION OF SIGN: Identify the height, width, distance from bottom of sign and distance between sign and any property lines. Also complete Section 2 of this application. _____

I understand that the sign permit application fee of \$40.00 is non-refundable. I hereby certify that all information provided in this application is correct. Permits are non-transferable and expire if work is not completed within 180 days. I understand that a building permit from Marion County may also be required and that a City of Stayton sign permit does not take the place of building permit. Sign permits mistakenly issued in violation of the Stayton City Code are void. The Stayton City Administrator may revoke a sign permit if it is found that material errors or misstatements of fact were made by the applicant on the permit application.

Signed: _____ Date: _____

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Building permit required ☐ yes ☐ no

Action of City Planner: ☐ Approved ☐ Approved with the following conditions ☐ Denied for failure to meet the Code Sections noted below:

City Planner

Date

SECTION 2. Site Description

Please provide the following information.

The zone designation of the property. **If the property is in a residential zone, please skip to Section 3.**

☐ LD ☐ MD ☐ HD ☐ CR ☐ CG ☐ ID ☐ CCMU ☐ DCMU ☐ DRMU ☐ IL ☐ IC ☐ P

_____ Linear footage of the building front.

☐ Check here if sign will **not** be located on the business premise.

Indicate whether this is an integrated business center or individual business. Integrated business center is defined as a group of two or more businesses which are planned or designed as a center, and share a common off-street parking area or access, whether or not the businesses, buildings, or land are under common ownership.

☐ Integrated business center ☐ Individual business

☐ Check here if the building(s) is located on a street corner.

SECTION 3. Existing and Proposed Signs.

Please provide the following information.

EXISTING SIGNS: Check the types of existing signs on the property associated with this business

☐ Temporary or Portable ☐ Free-Standing ☐ Message ☐ Wall or canopy ☐ Projection ☐ Home Occupation

Wall, Canopy or Projecting Signs:

_____ Number of existing wall, canopy, or projecting signs.

_____ Square footage of existing wall, canopy, or projecting signs.

Free-Standing Signs:

_____ Number of existing free-standing signs.

_____ Square footage of existing free-standing signs.

PROPOSED SIGN(S): Please attach a drawing of the proposed sign with the following information included.

Check the types of signs proposed for this application

☐ Temporary or Portable ☐ Free-Standing ☐ Message ☐ Wall or canopy ☐ Projection ☐ Home Occupation

- Dimensions and square footage of proposed sign.
- Height of proposed sign (from the ground to the top of the sign)
- Location of the sign, showing distances to property lines and any adjacent streets.

TEMPORARY SIGN(S): If the proposed sign is a temporary or portable sign, please indicate the dates when the sign will be displayed. **Temporary signs may be displayed for no more than 90 days in a single calendar year.**

_____ Date sign will be erected.

_____ Date sign will be removed.

To review the complete sign ordinance (17.20.140) please see Stayton Municipal Code Title 17, Land Use and Development Code online at: www.staytonoregon.gov. Click on the Document Center tab, select Municipal Code, then Title 17, Land Use and Development, and open Chapter 20 Development and Improvement Standards