



**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 \$25.00 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](http://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