



# Sign Permit Application

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* 541-935-1838 \* [www.VenetaOregon.gov](http://www.VenetaOregon.gov)

Type of Permit: New ☐ Alter ☐ Relocated ☐

Permit #: \_\_\_\_\_

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

Applicant Name (if not owner): \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Map Number: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Building Square Feet	Area of Sign (Square Feet)	Vertical Dimension (feet)	Horizontal Dimension (feet)	Height (feet)

**Submittal requirements:** Plan and elevation drawn to scale including proposed location, sign material, color, dimensions, shape and height above grade. The drawing shall show the structural elements of the proposed sign and supporting structure(s) and any other information needed to show that the sign will not interfere with traffic safety, public health, or general welfare.

**Building Signs:** The diagram shall show where the sign will be attached to the building, including the distance the sign will project from the wall to which it is attached and the height above the finished ground surface over which it is mounted.

**Free-standing Signs:** In addition to the diagram, a site plan shall be submitted which shows the placement of the sign on the property with dimensions from property lines, driveways, sidewalks, parking areas and buildings.

**Please indicate the sign district that the sign is proposed to be located within:**

Highway 126 Corridor District \_\_\_\_\_

Single-Family Residential District \_\_\_\_\_

Business District \_\_\_\_\_

Multi-Family Residential District \_\_\_\_\_

Downtown District \_\_\_\_\_

Note: Sign District depends on the zoning district of the property as described in the Veneta Zoning and Development Code. See Section 5.15(3) – Designated Sign Districts of the ordinance for description of each sign district.

Note: You will need to identify the zone in which the sign is proposed in order to determine the applicable sign district. The Veneta Zoning Map can be found here: <https://www.venetaoregon.gov/197/Maps>

**Please indicate the type of sign proposed:**

Free-Standing or Monument Sign \_\_\_\_\_

Building Sign \_\_\_\_\_

Portable Sign \_\_\_\_\_

Note: Temporary Signs, Flags, Election Signs, Real Estate or Construction Signs, Driveway Entrance/Exit Signs, Address Plates, and Directional Signs do not require a Sign Permit, but must still conform to the applicable requirements of Section 5.15. See Table 5.15 of Section 5.15 for specifics.

An Electrical permit is required if the sign is proposed to be illuminated.

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**NOTICE**

Sign visible from a state highway: Yes \_\_\_\_ No \_\_\_\_ (If Yes, please read statement below and initial)

***If property is visible from a state highway a permit from the Oregon Department of Transportation (ODOT) may be required in addition to any city permits. Please contact ODOT for sign requirements (Marie Kennedy, P.E - State Sign Engineer, Phone: 503-986-4013 or website:***

***<https://www.oregon.gov/ODOT/Engineering/Pages/Signing.aspx>***

Applicant Initials \_\_\_\_\_

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***A permit shall expire if a sign is not installed, as approved, within 180 days from the date of approval. Reapplication shall include a new, fully completed application form and a new application fee. Electrical connections and all supply circuits shall be made by Licensed Electrical Contractor and subject to the provisions of the State Electrical code. A separate permit shall be taken out for electrical work.***

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Property Owner Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_