



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

SIGN PERMIT APPLICATION

See the City's fee schedule for permit prices. Fill out completely. Signs requiring a building permit must obtain one from Clackamas County.

Owner information

Business Name: _____ Phone: _____

Owner Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Business license number: _____

Sign Contractor Information (if different)

Business Name: _____ Phone: _____

Project Manager: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

UL listing #: _____ UL Sign #: _____

Electrician Name: _____ Phone: _____ License #: _____

Property Information

Site address: _____

Site zoned as: Residential Commercial Industrial

Is a traffic control plan required? NO YES – attach plan

Sign Information

Are there any existing signs on the property? YES NO
If yes, will any be removed upon placement of this sign? YES NO

<u>Type</u>	<u>#</u>	<u>Dimensions</u>	
Wall sign	—	Size: ___x___	Building façade Dimensions: ___x___
Wall sign	—	Size: ___x___	Building façade Dimensions: ___x___
Free-standing	—	Size: ___x___	Height: _____ Road Frontage: _____
Ground-mounted	—	Size: ___x___	Height: _____ Road Frontage: _____
Projection	—	Size: ___x___	Height: _____ Road Frontage: _____
Awning/Canopy	—	Size: ___x___	Height: _____ Road Frontage: _____
Directional	—	Size: ___x___	_____
Other	—	Size: ___x___	_____

Project description:

Contractor Signature: _____ Date: _____

Owner Signature(s): _____ Date: _____

Permit approved by: _____ **Date:** _____

Staff Use Only

File #: _____ Initial Fee Amount Paid: _____ Receipt #: _____

Date Fee & Application Received: _____ Person doing intake: _____

Notes (Including additional fees paid and receipt #): _____

CHECKLIST REQUIRED ITEMS TO BE SUBMITTED FOR PLANNING SIGN PERMIT APPLICATION

- Completed Application.
- Application Fee(s).
- One (1) copy of all sign plans, drawn to standard industry scales.

SITE PLAN

- Dimensioned site plan which includes the property line dimensions and distance of existing and proposed signs from each property line and driveway or drive aisle. (Note: the property line is not the same as the edge of the street or sidewalk)
- Exterior building dimensions.
- Street names and locations of streets, curbs, and sidewalks adjacent to the site.

EXTERIOR ELEVATIONS

- Dimensioned building elevation with proposed signage, drawn to standard scale. Show length and height of building, sign dimensions, and height of sign above grade.
- Detailed dimensioned sign elevation drawn to scale with materials and colors indicated.
- Section detail of sign including mounting and electrical details. Include depth dimension of sign.

The following criteria shall be used in measuring a sign to determine compliance with these standards.

Sign Area:

Area within any perimeter which encloses the limits of any writing, representation, figure, emblem or character. The area of a sign having an irregular shape shall be computed by enclosing the surface area within a known geometric shape or shapes. The area of all existing signs, whether conforming or non-conforming, shall be counted in establishing the permitted sign area of all new signs to be allowed for an individual business or site. Where a sign is three-dimensional, round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area.

Clearance: Clearance is measured from the average grade at the base of the sign to the lowest point of the sign.

Height: Height is measured from the grade of the curb or pavement line closest to the base of the sign to the highest point of the sign.

Area of front building facade or tenant space: The area of the front building facade or tenant space shall be computed by multiplying the width of the building frontage or tenant space by the height of the building frontage or tenant space. False fronts and mansard roofs may be included when calculating the area of the building facade.

Length of Street Frontage: The length of the street frontage(s) where vehicular accesses are located.