



## SIGN PERMIT APPLICATION

### TRACKING INFORMATION (For Office Use Only)

File #: \_\_\_\_\_ Reviewing Planner: \_\_\_\_\_

Planning:  Approved  Denied for the following reasons: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Decision Date \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Site Address \_\_\_\_\_ Suite No \_\_\_\_\_

Tax Map #(s) \_\_\_\_\_ Zoning \_\_\_\_\_

**Sign District:** (please check one)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Residential              | <input type="checkbox"/> Station Community Commercial    | <input type="checkbox"/> Industrial Park/Research Park |
| <input type="checkbox"/> Commercial/Industrial    | <input type="checkbox"/> Health & Education District     | <input type="checkbox"/> TV Highway Corridor           |
| <input type="checkbox"/> Sunset Highway Billboard | <input type="checkbox"/> Gordon Faber Recreation Complex | <input type="checkbox"/> TV Highway Billboard          |

### PROJECT INFORMATION:

**Business/Project Name:** \_\_\_\_\_

**Sign Details:**

You may apply for multiple sign faces for the same building/project. Please specify details for each sign face below:

Type of Sign*	Lighting (Illuminated or Non-illuminated)	Sign Location (Primary or Secondary Building Elevation or Frontage)	Building Elevation Square Footage (Where proposed wall signs will be located)	Sign Width	Sign Height	Sign Area (Square Footage)
<i>Example: Wall</i>	<i>Illuminated</i>	<i>Primary</i>	<i>1800 sq. ft.</i>	<i>12.5 ft.</i>	<i>6 ft.</i>	<i>75 sq. ft.</i>

\* **Types of signs:** Wall, monument, ground-mounted, freestanding, projecting, awning, pole, bulletin board, billboard, balloon, window, electronic message and roof.

**Development Services & Permitting Center**

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)

# SIGN PERMIT APPLICATION (CONTINUED)

## PROJECT INFORMATION (CONTINUED):

Is the proposed sign for an Automotive Service Station?  Yes  No

Are the proposed signs requested under an existing or proposed Comprehensive Sign Plan?  Yes  No

- Minor Business Complex: A minimum of 6 businesses and 45,000 GFA.
- Major Business Complex: One or more principal uses and more than 45,000 GFA.
- Industrial and research business complex
- Institutional use.

Is a Sign Adjustment requested?  Yes  No

Note: A building permit may be required if the sign is attached to a building, if the structure supporting the sign is more than six feet in height, and if the sign is illuminated.

## OWNERSHIP AND APPLICANT INFORMATION

Property Owner Name(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Property owner signature is necessary to process all applications. A separate attached letter regarding this application, signed by the property owner, is acceptable in lieu of signature on application.)*

Applicant (Contact Persons Name) \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### TRACKING INFORMATION (For Office Use Only – Reviewers to sign off in Accela)

Public Utility Lines/Easements for monument and freestanding signs:

Sanitary Sewer:  N/A  No  Yes *(If yes, attach site map, route to Engineering for Review)*

Storm Sewer:  N/A  No  Yes *(If yes, attach site map, route to Engineering for Review)*

Water:  N/A  No  Yes *(If yes, attach site map, route to Water for Review)*

Vision Clearance Review Required:  No  Yes *(if Yes, route to Engineering for review)*

Clearance Requirement Met:  No  Yes

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## SUBMITTAL CHECKLIST – SIGN PERMIT APPLICATION

Application submittal requirements are listed in Section 11.32.280 of the Hillsboro Municipal Code. The following is a checklist based on the specific requirements for Sign Permits.

- Signed and completed application form.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate letter.
- Site plans as specified in Section 11.32.280 (D) of the Hillsboro Municipal Code including building elevations, location and dimensions of proposed sign in relation to the lot lines and existing structures on the site, as well as existing public utility lines/easements and vision clearance triangles.
- For Automobile Service Stations, site plans and elevations that address the approval criteria in HMC 11.32.250.
- For Comprehensive Sign Plans, a written narrative, site plans and elevations that address the approval criteria in HMC 11.32.240.
- For Sign Adjustments, a written narrative that addresses the approval criteria in HMC 11.32.290.B.
- The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**.

\*NOTE: It is the responsibility of the applicant to find out if/where utility lines are when installing ground-mounted signs. **Call before you dig: Oregon Utility Notification Center 1-800-332-2344**

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