



## LAND USE APPLICATION SIGN PERMIT

File Number: \_\_\_\_\_ Fee: \_\_\_\_\_

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

**Applicant or Legal Owner:** Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Legal Owner** (if different from applicant): Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### Property Description:

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Subdivision or Partition Plat: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot Width: \_\_\_\_\_ ft Lot Depth: \_\_\_\_\_ ft Size of Parcel: \_\_\_\_\_ acres or square feet

**Approval Criteria:** The Boardman Development Code provisions found at 3.6.500 are applicable. The following is designed to assist in the permitting process but the applicant is responsible for applying the appropriate provisions to any application.

### Sign Classifications.

1. Permanent signs. Signs placed for a period of 31 days or longer within one calendar year shall be classified as permanent; shall advertise or provide direction to the premises of the identified business located within the City of Boardman; shall be subject to a permanent sign permit; and shall conform to this and other City of Boardman ordinances.
  - a. On-premises signs shall be permitted within the regulations of this ordinance, with any exceptions subject to the requirements set forth within this ordinance for requesting variances or, where conditional use is specified, the provisions for such as set forth in the zoning ordinance.
  - b. Off-premises signs shall be subject to conditional use provisions; as such, the provisions and procedures as set forth in Chapter 4.4 of the Boardman Development Code; and approval of the Planning Commission of the City of Boardman is required prior to issuance of permit or installation.
2. Temporary signs. Signs placed for 30 days or less in a calendar year are temporary; and shall not be displayed for an aggregate total of greater than 30 days within a calendar year; and shall be subject to a temporary sign permit; and shall conform to all City of Boardman ordinances. These provisions apply equally to both on and off premise signs.

**Permits Required.** The following permits are required for all new signs; for all signs being altered due to change in ownership, business name, or business type; and for all signs being altered structurally.

1. Sign Permit for Planning review and approval
2. Structural Building Codes Permit
3. Electrical Building Codes Permit (if lighted)

**Submittal Requirements:** Submit the following:

1. This application form:
  - ☐ Permanent Sign
  - ☐ Temporary Sign
2. A Site Plan showing the lot or parcel proposed for signage and include all current and proposed improvements, current setbacks from the street, the identified property lines for the property, and other features that impact the design including slope.
3. A rendering of the sign and how the sign is proposed to be mounted whether on a building or as a standalone feature.
4. A list of the materials proposed for the sign.
5. A narrative that shows compliance with any of the applicable criteria in 3.6.500.

**Signatures:** We, the undersigned, acknowledge that we are familiar with the standards and limitations set forth by the Boardman Development Code and that additional information and materials may be required, as provided by the Development Code. We propose to meet all standards set forth by the Boardman Development and certify that the statements and information provided with this application are true and correct to the best of my knowledge.

Signed: \_\_\_\_\_  
(Applicant) Date (Legal Owner) Date

Printed: \_\_\_\_\_  
(Applicant) (Legal Owner)

**If this application is not signed by the property owner a letter authorizing signature by the applicant must be attached.**

**Planning Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City of Boardman Planning Department**  
**P.O. Box 229, Boardman Oregon 97818**  
**(541) 481-9252**

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