



## **SIGN PERMIT APPLICATION PACKET**

Welcome to the City of Tualatin's Sign Permit Program. The overall purpose of Sign Permit Review is to achieve quality signage the business community and their customers, the City Council and their staff and the City's residents will be proud of. The City Council codified Ordinance 863-92 with minor changes on May 28, 1996 (Ord. 960-96). The ordinance was placed in the Tualatin Development Code and became effective on June 28, 1996. We are excited about the Sign Code because the review process is short and the standards are objective, thereby providing certainty for businesses, sign contractors and the City.

This handout provides an overview of the Sign Review process. The Sign Code should be consulted for specific information. If you have questions or need assistance, please call the Planning Division at 503-691-3026.

### **What is Sign Permit Review**

Sign Permit Review is a one-step process. Sign Permit Applications are compared with the requirements of the Sign Code in terms of the number, type, height, face area, location and other elements of signs. If the Sign Permit Application materials show the Sign Code requirements are met, a Sign Permit is issued. If the requirements are not met, we will call you to resolve the situation by asking you to submit additional information or to change the requested sign(s).

### **When is Sign Permit Review Required**

Sign Permit Reviews are required when a sign or sign structure is to be altered, erected, constructed, modified, relocated, replaced or a sign face changed. Some signs need not obtain a permit, for example, agricultural signs, home occupation signs, lawn signs, temporary window signs, public signs and interior signs such as inside a mall.

### **Who Reviews Sign Permit Applications**

Sign Permits are reviewed and decided by Community Development Department – Planning Division staff whose decision will be to approve, approve with conditions, or deny the permit. Their decision is final. If the Sign Code language is unclear, contact the call the Community Development - Planning Division at 503-691-3026 for assistance, or stop by the office. If the Issue cannot be resolved, a Sign Interpretation Application may be submitted and a decision by staff issued prior to submitting a Sign Permit Application. The Interpretation decision may be appealed to the City Council. In the event the Sign Code requirements cannot be met due to extremely unusual circumstances, a Sign Variance Application may be submitted and the issue decided through the public hearing process by the City Council prior to submitting a Sign Permit Application.

## **Review Time**

When a Sign Permit Application is deemed complete, the total review time should be only a few days. The Sign Permit can be issued within three or five days for applications that are simple. In cases where several signs are requested or where complications exist, such as nonconforming signs, the review will take longer. Because staff's decision is final, there is no appeal period.

## **Who Receives Sign Permit Decisions**

Sign Permit decisions are mailed to the applicant for which the sign is intended. If the applicant prefers to pick up the Sign Permit or have it e-mailed as a PDF, please indicate such on the Sign Permit Application and we will call you when it is ready for pick-up. Other parties may receive copies if they request them.

## **Sign Permit Application Submittal**

A sign contractor registered with the State of Oregon Construction Contractors Board must be the applicant. Another party may drop off the application if desired. Please submit two sets of clearly legible blueprints, ink drawings, or photocopies of the site plan and other required application information. We recommend the applicant call to set up an appointment to submit the plans and review them with a planner for completeness.

## **Review Criteria (the Sign Code Regulations)**

Sign regulations are in [TDC 38](#) and vary by [planning district](#), so the planning district of a subject property must be known to determine what types of signs are allowed.

Should you have any questions, please call Planning at (503) 691-3026.

## **After Sign Permit Issuance**

In addition to obtaining a Sign Permit from the Planning Division, the sign contractor must obtain any electrical permits required by Washington or Clackamas County prior to erecting an electrical sign. An electrical permit application may be submitted to the county concurrent with the Sign Permit Application submitted to the City of Tualatin. The sign contractor must send a copy of the electrical permit to the Community Development Department – Planning Division. Freestanding pole or monument signs with reinforced footings or bases require a building permit from the City of Tualatin Building Division.

## **A Special Note About Trees**

The City of Tualatin is proud to be a Tree City USA and we have received many extra commendations for our strong commitment to tree preservation. The City Council has adopted a tree protection ordinance and landscape standards, which require existing trees to be retained whenever possible and that new trees be planted. The Sign Code prohibits placing signs within the drip line of trees. Trees cannot be cut without

permission from the Community Development Department – Planning Division. To do so may result in expensive fines. We value our trees and are committed to working closely with you to achieve adequate signage and tree protection.

We are eager to assist you through the Sign Permit Review process. Please call the Community Development Department – Planning Division at 503-691-3026 if you have any questions.

The Sign Permit Application is attached and in fill-able electronic form for your convenience.

## **WE WELCOME YOUR BUSINESS IN TUALATIN**

Refer to the submittal requirements below:

### **SIGN PERMIT REVIEW CHECKLIST**

The following information shall be submitted with each Sign Permit Application. Incomplete applications will not be accepted.

Sign regulations are in [TDC 38](#) and vary by [planning district](#), so the planning district of a subject property must be known to determine what types of signs are allowed.

A. COMPLETED APPLICATION FORM FOR EACH SIGN (Please submit 1 copy for each sign.) This includes property owner signature or authorization by e-mail.

B. SIGN PERMIT FEE

To find the most up-to-date fee amounts, refer the “Sign Permit” under Community Development within the [City of Tualatin Fee Schedule](#) or by googling “City of Tualatin Fee Schedule.”

C. SITE PLAN DRAWN TO SCALE (Please submit 2 copies.)

A site plan must be submitted for freestanding signs. No site plan is required for wall signs, unless circumstances cause the Community Development Director to ask that one be submitted. Please submit two copies of clearly legible blueprints, ink drawings or photocopies.

1. The site plan must be submitted for freestanding signs. No site plan is required for wall signs, unless circumstances cause the Community Development Director to ask that one be submitted. Please submit two copies of clearly legible blueprints, ink drawings or photocopies.
2. Name, mailing address, and phone number of the sign contracting company and the name of a contact person.
3. Name of the business for which the sign is proposed.

4. Address of the site for the proposed sign.
5. North arrow and scale.
6. Dimensions of the lot lines for the site.
7. Show frontage streets, name them, and show on-site and abutting sidewalks.
8. Vehicle access points and driveways and the direction of traffic flow. If a sign is proposed at a vehicle access point or driveway, also show the vision clearance area (VCA) at driveways and local streets or arterial/collector roads. Refer to [TDC Figure 73-2 Vision Clearance Area](#). (The functional classification of a road or street – arterial/collector v. local – can be found on [TDC Figure 11-1 Functional Classification Plan](#).)
9. If the proposed sign involves a building, such as a wall sign, show the building's outline and its distance from the property lines and where the sign will be located on the building.
10. If the proposed sign is near a tree, show the drip line of the tree. Signs are not permitted to be constructed within the drip line of trees.
11. If the proposed sign is in an existing parking space, the number of Tualatin Development Code (TDC) required spaces and existing spaces must be written down. The sign will not be approved if removing the parking space results in the development dropping below the required number of spaces.
12. If the proposed sign is for a Major Commercial Center (MCC), show that the site and its buildings meet the definition of MCC. (Refer to [TDC 31.060 "Definitions."](#)) For example, show the lot area, the number of buildings, their dimensions, and gross floor area.
13. If the proposed sign is for a Freeway-Oriented Activity (FOA), show the use meets the definition of a FOA. (Refer to [TDC 31.060 "Definitions."](#))
14. If the proposed sign is in an easement, show the easement and state the easement's purpose. Signs proposed in easement areas for public facilities will not be approved.
15. If other existing freestanding signs are on the site, show the sign's total height above grade, height of sign face, width of sign face, and area of sign face. Label them as to type of sign, for example, pole, monument, etc.
16. If an existing sign is to be removed, note such on the plan.

D. BUILDING ELEVATIONS (Please submit 2 copies)

Building elevations drawn to scale must be submitted for wall signs. No building elevations are required for freestanding signs, unless circumstances cause the Community Development Director to ask that they be submitted.

1. Show the elevation of the wall upon which the wall sign will be attached. Show the elevation's height and width and the total square footage of the elevation.
2. Show and label the building's sign band height from top to bottom in feet.
3. Show the location of the proposed wall sign on the sign band.
4. Show the proposed sign's face height from top to bottom, width of sign face and area of sign face.
5. Show all existing wall signs on the subject building and label them as to type of sign, for example, cabinet, individual letters, etc. Show each existing sign's location in terms of the sign band, height of sign face from top to bottom, width of sign face and area of sign face.
6. If an existing sign is to be removed, note such on the elevation.

E. SIGN PLANS (Please submit 2 copies)

Sign plans drawn to scale shall be submitted for all proposed signs.

1. Show and label the proposed sign, for example, freestanding-pole, freestanding-monument or wall sign, and the type of sign, for example, cabinet, individual letters, etc.
2. Label the materials used, for example, plex-face, steel, wood, foam, etc.
3. If the proposed sign is a freestanding sign, show the total height above grade.
4. Show the proposed sign's method of support.
5. Show the proposed sign's face height from top to bottom, width of sign face and area of sign face. Measurements must comply with the Sign Ordinance, section 10, Measuring Signs.
6. Show the proposed sign's copy.
7. Show whether or not the proposed sign is illuminated and the type of illumination, for example, direct, indirect, or internal. (Refer to [TDC 31.060 "Definitions."](#))

8. If the proposed sign is illuminated, show the source of illumination, for example, incandescent, fluorescent or neon.

F. ADDITIONAL INFORMATION

Additional information may be requested by staff to complete the review process.