

# Sign Permit Application

**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

**OFFICIAL USE ONLY**

File # : \_\_\_\_\_ Map & Tax Lot : \_\_\_\_\_ Zone : \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_  
Conditions of Approval: \_\_\_\_\_

**PROPERTY OWNER(S) OR MANAGER(S)**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_ Contact: \_\_\_\_\_

**BUSINESS OWNER OR TENANT**

Company: \_\_\_\_\_ Business License # \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_ Contact: \_\_\_\_\_

**SIGN COMPANY**

Company: \_\_\_\_\_ Business License # \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_ Contact: \_\_\_\_\_

**SIGN INFORMATION (REQUIRED)**

Sign Location (Address): \_\_\_\_\_  
Sign Size: Height \_\_\_\_\_ Length: \_\_\_\_\_  
Sign Area Sq. Footage: \_\_\_\_\_  
Total Sign Cost: \$ \_\_\_\_\_  
Master Sign Program Approval Required  Yes  No

**SIGN DETAILS (CHECK ALL THAT APPLY)**

- Illuminated (copy of electrical permit required)
- New Sign       Double Faced
- Permanent       Temporary

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**SELECT SIGN TYPE**

**FREESTANDING OR PROJECTING SIGN**

Total Height \_\_\_\_\_ Pole Width \_\_\_\_\_

Projecting Sign Length (if applicable): \_\_\_\_\_

**Number of Existing Free-Standing Signs on site**

Total site frontage: \_\_\_\_\_ lineal feet

This is a through-lot (2 parallel street frontages)

**PROPOSED WALL SIGN**

Wall Elevation:  north  south  east  west

Wall Ht. \_\_\_\_\_ Wall Ln. \_\_\_\_\_ Sq Ft \_\_\_\_\_

Percent of sign to wall coverage: \_\_\_\_\_%

**Existing Wall Signs on Building OR Lease Frontage**

Percent of sign to wall coverage

North: \_\_\_\_\_% South: \_\_\_\_\_% East: \_\_\_\_\_% West: \_\_\_\_\_%

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**SUBMITTAL REQUIREMENTS**

**All plans must be to scale. Attach two (2) copies of each. Maximum submittal size is 11x17.**

**FREE-STANDING AND PROJECTING SIGNS:**

**Close-up Sign Rendering:** *(fully dimensioned)*

- Fully dimension length & height of the sign
- Fully dimension letter size
- Depict exact lettering style & other graphics
- Label & identify colors and materials

**Plot Plan:** *(fully dimensioned)*

- Depict the lot and show the sign location in relation to: adjacent buildings, parking spaces, driveways, landscaped areas, property lines.
- Show all existing free-standing and projecting signs on the lot and within 300 feet of the proposed sign.

**WALL SIGNS:**

**Close-up Sign Rendering:** *(fully dimensioned)*

- Fully dimension length & height of the sign
- Fully dimension letter size
- Depict exact lettering style & other graphics
- Label & Identify colors and materials

**Wall Elevation:** *(fully dimensioned)*

- Fully dimension length & height
  - Show location of the proposed sign
  - *Show locations of other signs on that wall*
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**APPLICATION INSTRUCTIONS**

**NAME ADDRESS & INFORMATION:** Please use current mailing address in all cases. A Cornelius or Metro business license number must be shown for the business owner and sign company.

**PROPOSED WALL SIGNS:** Wall signs are permitted for each business not to exceed 20% of a linear building face, or of the total of all building faces. The area of each sign shall be computed by applying the allowable percentage to the wall to which the sign will be attached.

**PROPOSED FREE-STANDING SIGNS:** Please review the City's sign regulations within the Development and Zoning Code to determine height and size limits for the sign location. Measure overall sign height from the finished ground level to top edge of sign or highest portion of the sign structure or frame, whichever is greater.

**PROJECTING SIGNS:** Please review the City's sign regulations within the Development and Zoning code to determine if this applies to the proposed location of the sign and to determine the amount of projection allowed.

A copy of the sign regulations is available on the City's website at [www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)