



# City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

## A-Frame Sign Permit Application (MU-CBD/TMU Zones)

### SIGN OWNER:

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SIGN LOCATION: (nearest address if sign in right-of-way)

Address: \_\_\_\_\_ Zone: \_\_\_\_\_  
 Number of ground floor tenant spaces: \_\_\_\_\_  
 Length of street-facing building façade: \_\_\_\_\_

### PROPERTY OWNER (nearest property if sign in right-of-way):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT: Same as sign owner Same as property owner

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SIGN INFORMATION:

SIGN LOCATION	SIGN SIZE
<input type="checkbox"/> Private property <input type="checkbox"/> Right-of-way (public property): <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street <input type="checkbox"/> Landscape strip	Height (3-ft. max.): _____ Width (3-ft. max.): _____ Area (6 sq. ft./face max.): _____

### SITE PLAN REQUIREMENTS:

The site plan must be to scale and show the exact sign location in relation to all adjacent elements in the built environment, e.g. A-frame signs, driveways, parking and loading areas, landscape strips, tree wells, bike racks, fire hydrants, bus stops, and curbs. Staff can provide a scaled aerial photo of the sign location area upon request.

**REQUIRED SUBMITTAL ELEMENTS**

- Completed and signed permit application form
- Completed and signed property owner consent form
- Two scaled site plans (Size 8.5"x11" or 11"x17")
- Application fee (upon approval)

**NOTE:** A-Frame sign code provisions are in 18.435.130.H.6

**P.O.D. STAFF ONLY:**

Case No: \_\_\_\_\_  
 Fee: \_\_\_\_\_

Application accepted:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant notified of decision:  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

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**SIGN APPLICATION REVIEW CRITERIA:**

The application will be reviewed for compliance with the following standards:	STAFF REVIEW	
1. Maximum number of A-frame signs is equal to the the number of ground floor tenant spaces or the equivalent of one sign for every 30 linear feet of street-facing building façade, whichever is greater.	(P)	#Allowed: #Permitted: <i>(from Accela)</i>
2. Maximum sign area is 6 square feet per face or 12 square feet for all faces. Maximum sign width and height is 3 feet.	(P)	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
3. Sign does not conflict with any service area or off-street bicycle or vehicle parking.	(P)	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
4. Minimum sidewalk width of 4 feet is maintained for pedestrian through-travel.	(E)	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
5. Sign does not conflict with the use of any driveway, curb ramp, water quality facility, or on-street bicycle parking, vehicle parking, or loading area.	(E)	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
6. Sign is located no closer than 1 foot from the curb face or, where no curb is present, no closer than 10 feet from the edge of the nearest travel lane. Sign is not located in a median. Sign has city engineer approval if located in a landscape strip.	(E)	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

**SIGN OWNER ACKNOWLEDGEMENT AND SIGNATURE:**

I acknowledge by my initials below that, I have read and understood the following statements and that failure to abide by them could lead to code enforcement action:

- \_\_\_\_\_ I assume all liability for incidents involving the approved sign.
- \_\_\_\_\_ I agree that the approved sign will only be displayed during the hours when the sign owner’s business is open to the public.
- \_\_\_\_\_ I agree to ensure that the sign will be placed in the approved location and will comply with any other conditions of approval noted below. If the sign becomes out of compliance, I will take prompt action to restore it to compliance.
- \_\_\_\_\_ I agree that the approved sign will not be secured to anything in the public right-of-way.
- \_\_\_\_\_ I agree that if the approved sign is secured to anything on private property, the securing mechanism will not cross any part of the public right-of-way.
- \_\_\_\_\_ I understand that the city retains the right to revoke or modify this permit if my sign becomes a safety hazard or interferes with future street or utility improvements.

**I certify that the information in this application is true and accurate to the best of my knowledge.**

Signature of Sign Owner \_\_\_\_\_

Date \_\_\_\_\_

**STAFF DECISION**

(P) **PLANNING REVIEW** (Criteria 1 – 3 above) Staff: \_\_\_\_\_ Date: \_\_\_\_\_

(E) **ENGINEERING REVIEW** (Criteria 4 – 6 above) Staff: \_\_\_\_\_ Date: \_\_\_\_\_

- DECISION**
- This application is **approved as proposed**.
  - This application is **approved with the conditions** listed below
  - This application is **denied** for the reasons listed below.

1. \_\_\_\_\_ Staff Initials: \_\_\_\_\_

2. \_\_\_\_\_ Staff Initials: \_\_\_\_\_



## Property Owner A-Frame Sign Location Consent

### To Whom It May Concern:

I am the owner of the property at \_\_\_\_\_.  
(Sign Location)

With this letter I consent to the use of my property, or the public right-of-way in front of my property if approved by the City, to locate the A-frame sign of

\_\_\_\_\_, which is based at  
(Business Name)

\_\_\_\_\_.  
(Business Address)

I understand that by consenting to the location of the A-frame sign listed above, it may limit my ability to place any additional A-frame signs at this location as a result of regulations regarding the number and location of A-frame signs contained in the City of Tigard Sign Code. I acknowledge that I may revoke my consent at any time by providing a letter to that effect to both the Planning Department and the sign owner.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**P.O.D Staff Use Only:**

Permit Number: \_\_\_\_\_

### Please check one of the following:

- Sign will be located in the public right-of-way.
- Sign will be located on private property.