



**Scappoose Planning Department**  
 33568 E. Columbia Ave. Scappoose, OR 97056  
 Phone: 503-543-7184 Fax: 503-543-7182  
[www.ci.scappoose.or.us](http://www.ci.scappoose.or.us)

**SIGN PERMIT APPLICATION**

**Note to Applicant:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Ordinance prior to submitting an application. Sign regulations are described within the Scappoose Development Code, Chapter 17.114 Signs. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Building & Electrical Permits could also be required.**

**SITE LOCATION & DESCRIPTION**

Site Address \_\_\_\_\_ Suite No \_\_\_\_\_  
 Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
 Comprehensive Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_  
 Site Size \_\_\_\_\_ sq. ft. Dimensions of Site \_\_\_\_\_

**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(s)*	Lighting (Illuminated or Non-illuminated)	Length of Tenant Frontage (Lineal Feet)	Length of Lot Frontage (Lineal Feet)	Sign Area Size (Square Footage)	Number of & Dimensions of Existing Signs	Gross Wall Area, Where Attached
<i>Example: Wall</i>	<i>Illuminated</i>	<i>50 lineal ft.</i>	<i>100 lineal ft.</i>	<i>75 sq. ft.</i>	<i>(1) 8'x4' and (1)4'x2'</i>	<i>75 sq. ft.</i>

\* Types of signs: Wall, Projecting, Freestanding, Electronic Display, Monument, Awning

**SIGN PERMIT APPLICATION  
(CONTINUED)**

Was the proposed sign included in the review process of a previous land use approval?  Yes  No  
(If Yes, please list the land use case file numbers, e.g., SDR2-15, SB4-12) \_\_\_\_\_

**OWNERSHIP AND APPLICANT INFORMATION**

**Property Owner** Name(s) \_\_\_\_\_  
Mailing Address/State/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ 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 Person's Name) \_\_\_\_\_  
Business Name \_\_\_\_\_  
Mailing Address/State/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_  
Applicant's interest in property \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>TRACKING INFORMATION (For Office Use Only)</b>	
Vision Clearance Review Required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Clearance Requirement Met: <input type="checkbox"/> No <input type="checkbox"/> Yes
Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied for the following reasons _____	
_____	Reviewer _____
Date _____	
Is a Building Permit Required? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is an Electrical Permit Required? <input type="checkbox"/> No <input type="checkbox"/> Yes
Fees Paid _____	Receipt No. _____

## SUBMITTAL REQUIREMENTS

### SIGN PERMIT APPLICATION

The application procedure and submittal requirements are listed in Chapter 17.114 of the Scappoose Development Code (SDC), which can be found along with our sign application on the City website: [https://www.ci.scappoose.or.us/forms?field\\_microsite\\_tid=96](https://www.ci.scappoose.or.us/forms?field_microsite_tid=96).

## SUBMITTAL REQUIREMENTS CHECK LIST

### SIGN PERMIT APPLICATION

- The original, completed and signed Sign Permit Application plus one (1) copy. This information must be reproduced so please print clearly using black or dark blue ink or type.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- The appropriate filing fee **Payable to: CITY OF SCAPPOOSE**. Please consult the fee schedule for current fees.
- Site plans including building elevations, location and dimensions of proposed sign (as well as any existing signs) in relation to the lot dimensions and existing structures on the site, as well as existing public utility lines/easements and vision clearance triangles.
- If applying for approval of an Electronic Display Sign, applicant must provide evidence that the sign complies with 17.114.050, C, E & F.
- All submitted material must be drawn to scale (1" = 30', 1" = 100' or 1" = 200'), folded and collated in sets.
- Check for Building permit requirements, contact Scappoose Building Dept.; 503-543-7184
- Check for Electrical permit requirements at Columbia County Land Development 503-397-1501.

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