

**City of Milwaukie**  
Community Development Department  
Milwaukie, OR 97206  
**(503) 786-7630**  
6101 SE Johnson Creek Blvd.



## APPLICATION FOR DAILY DISPLAY SIGN PERMIT

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Permit No. DS - \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_

Address where sign will be located: \_\_\_\_\_

### 1. Sign Placement:

A. Provide a *scaled* site plan that shows the location of the proposed sign. The site plan should clearly show the proposed sign in relation to the associated business or use, any public sidewalks, and/or driveways or intersections within 300 feet of the sign location. Staff can provide a scaled aerial photo of the site upon request.

B. Provide a brief description of where the proposed sign will be located:

\_\_\_\_\_  
\_\_\_\_\_

C. Location of sign: *(check all that apply)*

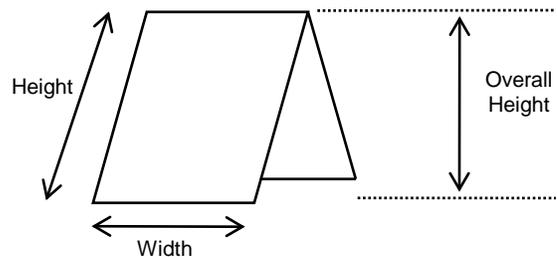
- Private property
- Sidewalk
- Landscape strip
- In front of sign owner's business
- In front of another business *(Submit a completed "Authorization for Daily Display Sign Location" form.)*
- Other: \_\_\_\_\_

### 2. Sign Dimensions:

A. Height of display area: \_\_\_\_\_

B. Width of display area: \_\_\_\_\_

C. Overall height: \_\_\_\_\_



- 3. The application will be reviewed for compliance with the following standards:
  - A. Clear Vision – Daily display signs must not obstruct driver or pedestrian vision at driveways and intersections.
  - B. Public Sidewalks – Daily display signs must leave at least 5 feet of width for pedestrian traffic on the sidewalk. *If applicable, the site plan should demonstrate that this standard is met.*
- 4. Owner’s Acknowledgement and Signature:

I acknowledge that I have read and understood the following statements and that failure to abide by them could lead to code enforcement action.

*Please read and check each of the following items:*

- \_\_\_ I assume all liability for incidents involving the approved daily display sign.
- \_\_\_ I agree that the approved daily display sign will be used only during business hours and will be returned indoors when the business is closed.
- \_\_\_ I agree that the official sign permit will remain affixed to a visible portion of the approved sign at all times.
- \_\_\_ 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 daily display sign will not be secured to anything in the public right-of-way.
- \_\_\_ I agree that if the approved daily display sign is secured to anything on private property, the securing mechanism will not cross any part of the public right-of-way.

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

Signature of Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Community Development Staff Use Only)**

- Sign District Zone: \_\_\_\_\_
- The sign’s size and location meet clear vision standards. \_\_\_ Yes \_\_\_ No \_\_\_ N/A
- The sign’s location allows for 5 feet of horizontal clearance for pedestrian traffic on the adjacent public sidewalk. \_\_\_ Yes \_\_\_ No \_\_\_ N/A
- The sign’s location avoids interference with on-street parking or traffic. \_\_\_ Yes \_\_\_ No \_\_\_ N/A
- Off-site authorization has been provided. \_\_\_ Yes \_\_\_ No \_\_\_ N/A
- The sign meets all relevant standards. \_\_\_ Yes \_\_\_ No
- Sign fee has been received. \_\_\_ Yes \_\_\_ No

**ENGINEERING REVIEW** and approval by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING REVIEW DECISION:**

- \_\_\_ This application has been denied for the reasons listed below.
- \_\_\_ This application is approved as proposed.
- \_\_\_ This application is approved with the conditions listed below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City of Milwaukie Planner \_\_\_\_\_ Date \_\_\_\_\_