



Planning Department • 231 NE 5th Street • McMinnville, OR 97128 • (503) 434 - 7311

Sign Permit Review – Chapter 17.62

Sign Submittal, Review, and Inspection Process

- Complete the Planning/Building Sign Permit application form with authorizing signatures.** *(The attached application is for the Sign Review process. Electrical permits, if required, are issued from Yamhill County Building.)*
- Description of proposed and existing sign(s):**
- A site plan** *(drawn to scale, with a north arrow, legible, and of a reproducible size) and include the following information (see sample site plan):*
 - *Curb and right of way locations, including street names*
 - *Location of all property lines*
 - *Location, type, size, and height of all existing and proposed signs*
 - *Setbacks: Sign(s) to property line(s), Sign(s) to building(s)*
 - *Location of all existing buildings*
 - *Clear vision triangle for driveways (10') and intersections (15' commercial and industrial and 30' residential)*
 - *Indicate parking and landscaping areas*
- Construction Plans** *(include plan view of sign, sign dimensions, plan view of foundation, sign elevations, method of attachment, bracket detail, if attached to building.)*
- Freestanding signs six (6) feet or taller tall must be engineered.**
- Complete Review Criteria Responses**
- Payment of the applicable fee:**
 - **Permanent - \$185.00**
 - **Temporary - \$80.00**
 - **Building Inspection Fee - \$75.00**
Signs not requiring a building permit (pole/pylon or monument signs), require a setback and final inspections from the Building Department
 - **Building Permit Fee – All building mounted signs (wall, projection, and hanging).**



Planning Department
 231 NE Fifth Street, McMinnville, Oregon 97128
 Phone: 503.434.7311 Fax: 503.474.4955
www.mcminnvilleoregon.gov

McMinnville Sign Permit Application

Applicant:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Contractor Information:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ CCB License No.: _____
 E-mail: _____

Property Owner:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Property Owner's Signature:

 Printed Name: _____ Date: _____

Applicant's Signature: (if different from Property Owner)

 Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: _____
 Project Location: _____ Total Site Area: _____
 Tax Map Number: _____ Comprehensive Plan Designation: _____ Zoning: _____

Request:

Project Type:

Residential Commercial Industrial Other: _____

**Incomplete applications will not be processed until
all of the required materials are submitted.**

Final action on development application or zone change is required within 120 days in accordance with provisions of ORS 227.175

**Note: Fees are due at time of application submittal
(City McMinnville accepts Cash, Check, and Credit Card)**

Office Use Only:

File No. _____
 Date Received _____
 Fee _____
 Receipt No. _____
 Received by _____

Provide the following Sign Information for Review.

Zoning Designation (check one) Residential Commercial Industrial

Overlay/Planned Development District (check one):

McMinnville Downtown District Three Mile Lane NE Gateway District

Planned Development Overlay: Ordinance No. _____

Type of Sign (check all that apply):

Freestanding Signs: _____ **Valuation:** _____

Pole/Pylon Sign Monument Sign Drive Thru Electronic Sign

New Replacement

Number of sign faces: _____ Sign height above grade (feet) _____

Area of sign (square feet) _____ Dimensions of sign cabinet _____

Area of electric changeable copy portion (square feet) _____

Type of animation _____

Note: Only one electric changeable copy sign is permitted per site or multi-tenant complex

Are there any existing signs on the property? Yes No

If yes show location on site plan, including size, dimensions, and type.

Building (Mounted) Signs: _____ **Valuation:** _____

Wall Sign Projecting Sign Hanging Sign Canopy/Awning

Number of sign faces: _____ Height to bottom of sign above grade (feet) _____

Area of sign (square feet) _____ Area of sign on canopy/awning (square feet) _____

Dimensions of sign _____

Are there any existing temporary signs on the property? Yes No

If yes show location on site plan, including size, dimensions, and type.

Temporary Signs: _____ **Valuation:** _____

Type of sign _____ Duration of sign (number of days): _____

Sign height above grade (feet) _____ Area of sign (square feet) _____

Dimensions of sign _____

Are there any existing signs on the property? Yes No

If yes show location on site plan, including size, dimensions, and type.

Fees Required:

Sign Review Fee: \$185.00

Temporary Sign Review Fee: \$80.00

Building Inspection Fee: \$75.00 (freestanding/monument signs only)

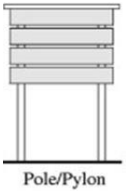
Building Permit Fee: Based on Project Value (All building mounted signs)

Freestanding Sign(s) A sign supported upon the ground by a frame, pole(s), or other support structure which is not attached to any building. A freestanding sign shall count as one sign, even if it has two or more faces. In this context, freestanding signs include monument (ground-mount), pole, and pylon-type signs.

Monument - A freestanding sign of which the entire bottom of the sign is generally in contact with or in close proximity to the ground. Does not include pole or pylon signs.



Pylon Sign - A freestanding sign, usually double-faced, mounted on one or two supports above ground level. Also referred to as a pole sign.



Building Mounted Sign(s) – A sign permanently attached to a building.

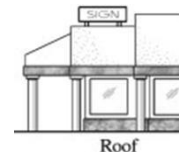
Canopy Sign – A sign painted on, printed on, or attached flat against the surface of a canopy or awning.



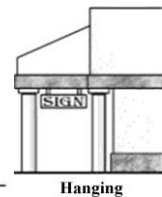
Projecting Sign – A sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.



Roof Sign – Any mounted sign that projects above the top of a wall, eave, or parapet. Signs on a mansard roof or on a wall on the end façade of a gable roof are considered wall signs for the purposes of this ordinance, provided they do not extend above the roofline.



Hanging Sign – A sign that hangs beneath a marquee, canopy, or awning and is perpendicular to the building face.



Wall Sign – A sign attached parallel to and extending not more than twelve (12) inches from the wall of a building. This definition includes painted, individual letters, and cabinet signs.



Required Plan Submittal:

The following information must be provided to complete the planning sign permit and building permit (if required) review.

Three (3) site plans with the following information: (*drawn to scale, with a north arrow, legible, and of a reproducible size*), including the following information (see sample site plan):

- Curb and right of way locations, including street names
- Location of all property lines
- Location, type, size, and height of all existing and proposed signs
- Setbacks: Sign(s) to property line(s), Sign(s) to building(s)
- Location of all existing buildings
- Clear vision triangle for driveways (10') and intersections (15' commercial and industrial and 30' residential)
- Indicate parking and landscaping areas

Two (2) complete sets of construction plans with the following information:

Sign elevations drawings: Indicate scale, lighting design, height, and dimensions per sign (may be included with construction drawings). This should be indicated on each type of drawing.

Construction Plans (include plan view of sign, sign dimensions, plan view of foundation, sign elevations, method of attachment, bracket detail, if attached to building. **Please note** engineered plans are required for signs six (6) feet in height or taller. Engineered plans may also be required if increasing the size of a cabinet on an existing sign.

Electrical permits from Yamhill County Building (503) 434-7516, must be obtained for signs that are directly or indirectly illuminated or that are backlit.