



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401

Fax: (541) 582-0937 • website: cityofrogue river.org

SIGN PERMIT APPLICATION

Fee: \$25.00 per sign, plus \$1.00 for each foot over 25 square feet.
3% tech fee applied to total.

Business Name: _____

Business Location: _____ Phone: _____

Applicant Name: _____ E-Mail: _____

Mailing Address: _____ Phone: _____

Property Owner (must provide Authorization Letter if different than applicant): _____

Legal description of property: T36S, R4W, Section _____, Tax Lot _____

All Criteria come from Rogue River Municipal Code 17.85; it is recommended to review prior to any planning of signage.

NUMBER AND TYPE OF SIGNS REQUESTED: (i.e. ground, wall, marquee, electrical etc.)

1. _____
2. _____
3. _____
4. _____

Note: If you are applying for a ground sign you must determine if placement will interfere with any underground lines, pipes, etc.? Please call **811** before you dig.

ARE ANY OF THE SIGNS TEMPORARY? _____ **EXPLAIN:** _____

ARE THERE ANY ALTERATIONS TO EXISTING SIGNS? _____ **EXPLAIN:** _____

ATTACH AN 8½" X 11" DRAWING AND SITE PLAN OUTLINING ALL OF THE FOLLOWING:

- _____ **Size of each sign requested**
- _____ **Size of each existing sign**
- _____ **Site Plan: Diagram the location of proposed signs and all existing signs in relationship to sidewalks, driveway, parking lot, street and location of the building (see examples attached)**
- _____ **Type of construction proposed for each sign: i.e. wood, metal, vinyl, canvas or glass and how it will be installed or attached to the structure**
- _____ **Photo or artwork of sign**

I hereby affirm that the information set forth above is correct to the best of my knowledge:

Signature of Applicant(s) _____ Date: _____

***** (Do not write below this line) *****

Received by: _____ Date: _____ Applicant informed of meeting date: _____

Staff comments for Sign Review Board: _____

***** (Process after Approval) *****

Received by: _____ Date Paid: _____ Receipt No.: _____ Amount: \$ _____

We are an AA/EOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"



TREE CITY USA



PLANNING/BUILDING/PUBLIC WORKS APPLICATION REVIEW AND SIGN OFF

(Staff to be review for placement and structure of this proposed sign and provide any comments on the Permit Clearance Sheet)

Planning Department	YES _____	NO _____	DATE: _____	INITIAL _____
Building Department	YES _____	NO _____	DATE: _____	INITIAL _____
Public Works Department	YES _____	NO _____	DATE: _____	INITIAL _____

IF NOT, WHY: _____

ACTIONS OF THE SIGN REVIEW BOARD

DATE SIGN APPLICATION RECEIVED BY THE BOARD: _____

WAS APPLICANT OR REPRESENTATIVE PRESENT AT MEETING? _____

WAS SIGN APPLICATION COMPLETE FOR REVIEW? YES _____ NO _____

DATE INCOMPLETE SIGN APPLICATION RETURNED TO APPLICANT: _____

WAS SIGN SITE PHYSICALLY INSPECTED? YES _____ NO _____ DATE: _____ BY WHOM: _____

WAS APPLICANT OR REPRESENTATIVE PRESENT AT TIME OF INSPECTION? _____

WHO WAS PRESENT? _____

WERE ANY SUGGESTED CORRECTIONS AGREED TO AT TIME OF INSPECTION? YES _____ NO _____

COMMENTS: _____

WERE ANY VARIANCES ALLOWED? YES _____ NO _____

IF YES, EXPLAIN: _____

WERE ANY CONDITIONS SET? YES _____ NO _____

IF YES, EXPLAIN: _____

WAS APPLICATION APPROVED: YES _____ NO _____ DATE _____

IF NOT, WHY: _____

GENERAL COMMENTS OR RECOMMENDATIONS TO THE APPLICANT: _____

FEE ASSESSED \$25.00 X _____ SIGNS, PLUS \$1 AT _____ SQUARE FEET = \$_____ TOTAL DUE
(NUMBER OF SIGNS TIMES \$25 PLUS \$1 PER SQUARE FOOT OVER 25 SQUARE FEET)

APPROVED BY:

CHAIRS SIGNATURE: _____ DATE: _____

MEMBERS SIGNATURE: _____ DATE: _____

MEMBERS SIGNATURE: _____ DATE: _____