



## SIGN PERMIT APPLICATION INSTRUCTION AND INFORMATION SHEET

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### I. PURPOSE OF A SIGN PERMIT APPLICATION

As required within Chapter 10.64 of the Yamhill Municipal Code, no property owner, lessee, or contractor shall construct or install any new sign, or alter any existing sign without first obtaining and submitting a sign permit application form for approval by the City Of Yamhill. This approval **DOES NOT** include electrical, mechanical, or structural building permit approval. The property owner / applicant is responsible for ensuring that all applicable permits have been approved and any additional requirements have been met.

### II. APPLICATION SUBMITTAL REQUIREMENTS

All the following items must be provided at the time the application is submitted. If any item is missing, the application may not be accepted for processing. Please complete the application carefully and accurately. If there are any questions regarding the application or application requirements, call the City of Yamhill 503-662-3511.

The following is a list of the items, which must be submitted in addition to the application form. One application per sign is required:

a) A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information).

b) A drawing of the location of the sign on the building, along with a SCALED plot plan of the parcel and buildings showing the proposed location of the sign on the parcel relative to existing or proposed structures. If there are any existing signs on the property, please provide information on the size and location of the existing signs.

I. It is important not to locate the sign on a neighboring property or in the public right-of-way. The street front property line may or may not be located at the back of the curb or the back of the existing sidewalk adjoining the street. The property owner/applicant installing the sign is responsible for determining the location of property lines. The County Assessor's Office and the County Surveyor's Office may have maps available, which may be of assistance in locating your property lines. You may need to refer to your deed, recorded surveys, or have a private surveyor locate the property lines.

**NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED SITE PLAN.**

### **III. ADDITIONAL PERMITS AND REQUIREMENTS**

Submittal and approval of the Sign Permit Application does not relieve the property owner / applicant from meeting any other building or zoning ordinance requirements. Free standing (pole signs), projecting wall signs, and electrically illuminated signs may require an electrical, and/or structural building permit. To obtain a building permit you must apply at the City of Yamhill, 205 S. Maple Street, Yamhill, OR 97148. Electrical permits can be obtained at the Yamhill County Building Department at 401 NE Evans Street, McMinnville, OR 97128. It is the responsibility of the property owner / applicant to contact Yamhill County Building Department at 503-434-7516 or the City of Yamhill Building Department 503-662-3511 to determine if such a permit is required.

Additional Yamhill Municipal Code requirements, which may apply to sign approval, include:

#### Section 10.68.010 – Clear Vision Requirements

Any questions on the above additional requirements may be directed to Yamhill City Hall at 503-662-3511.

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# SIGN PERMIT APPLICATION

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## A. PERMIT REQUIREMENTS

1. This permit application must be completed and signed by the applicant. This permit is for Planning and Land Use Municipal Code approval of any new sign or proposed alteration to any existing sign(s). This sign permit application approval **DOES NOT** include any electrical, mechanical, or structural building permit approval. The property owner / applicant is responsible for ensuring that all other applicable permits have been applied for and approved, and that any additional requirements have been met. Each sign requires a separate permit application.
2. A site plan is required and shall contain the following information:
  - a) A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information).
  - b) A drawing of the location of the sign on the building, or a plot plan of the parcel showing the proposed location of the sign on the parcel relative to existing or proposed structures. If there are any existing signs on the property please provide information on the size and location of the existing signs. Show vision clearance areas and property lines where applicable.
  - c) The property owner/applicant installing the sign is responsible for determining the location of property lines.

**NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED SITE PLAN**

## B. APPLICANT AND PROPERTY OWNER INFORMATION

Property Address of Sign Location \_\_\_\_\_

Name of Business the Sign will be advertising \_\_\_\_\_

### 1. Applicant Information (Installer)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

### 2. Sign Owner Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

Daytime Phone #

Daytime Phone #

**C. APPLICANT AND PROPERTY OWNER SIGNATURES**

I \_\_\_\_\_ agree to install the proposed sign according to the  
*(applicant or property owner)*  
submitted site plans and the requirements of the Yamhill Planning & Land Use Municipal Code.  
All of the information provided in this application is true to the best of my knowledge.

In addition, I agree to comply with any and all additional requirements, including but not limited to applying and receiving an electrical, mechanical, or structural building permit if so required from the City of Yamhill Building Department.

\_\_\_\_\_  
Applicant Signature

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**D. SIGN INFORMATION**

1. Size of proposed sign in square feet \_\_\_\_\_.  
Sign dimensions: Length \_\_\_\_\_ feet. Height \_\_\_\_\_ feet.  
Height to: top of sign \_\_\_\_\_ feet, bottom of sign \_\_\_\_\_ feet.

2. Type of sign:  Free standing  Wall  Projecting (max 2')

3. Length of building frontage facing street \_\_\_\_\_.  
*(Length of building or space occupied by owner or lessee /for business in a complex this is usually the frontage that contains the main entrance)*

4. Is this location within an integrated business center?  Yes  No

5. List existing signage including the square footage of each sign \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

**DECISION:**

**Approved** \_\_\_\_\_

Date

Initial

**Denied** \_\_\_\_\_

Date

Initial

Requirements/Comments: \_\_\_\_\_

Zoning: \_\_\_\_\_