

# CITY OF WINSTON SIGN PERMIT APPLICATION

City of Winston/Administration  
201 NW Douglas Boulevard  
Winston, OR 97496  
541-679-6739 (office) 541-679-0794 (fax)

Permit No. \_\_\_\_\_

This application/permit expires if work is not started within 180 days of issuance  
or if work is suspended for 180 days. Please allow 7-10 days for processing.

## PROPERTY OWNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONTRACTOR

Business Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
CCB# \_\_\_\_\_  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## JOB SITE INFORMATION

Job Site Address: \_\_\_\_\_  
T28-R06W, Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Tax Account No. \_\_\_\_\_  
Distance of building site from river, creek or streambank: \_\_\_\_\_

## CATEGORY OF CONSTRUCTION

Residential       Commercial/Industrial       Agricultural

## TYPE OF SIGN

Temporary       Roof       Pole       Wall  
 Ground       Projecting       Marquee       Portable

## CLASS OF WORK

New       Addition       Alteration       Repair       Move       Remove

## SIGN INFORMATION

Type of surface:  Metal       Wood       Plastic       Glass       Other

Size: Width \_\_\_\_\_ Feet    Height \_\_\_\_\_ Feet    Total Square Feet \_\_\_\_\_  
Top of Sign from Ground \_\_\_\_\_ Feet    Clearance from Ground \_\_\_\_\_ Feet

Required Attachments:  Building Location Plan (distance from buildings, property lines, easements)  
 Caption     Photo (wall signs only)     Wall     Sketch of Support Members

**LOCAL GOVERNMENT APPROVAL**  
(to be completed by City)

**PLANNING** (Ordinance No. 590, Section 5.050.6):

In City     In Urban Growth Boundary

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

**CRITERIA FOR PERMIT APPROVAL** (Ordinance 590, Section 5.050.5(2)):

- A. Conformance to structural requirements and electrical code, if required.     Yes     No
- B. Meets locational standards     Yes     No
- C. Sign allowed in zoning district     Yes     No

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

**SIGN PERMIT FEES**

0-16 square feet	\$ 50.00
17-50 square feet	\$100.00
51-100 square feet	\$150.00
101-200 square feet	\$200.00

Total Fees Paid                                    \$ \_\_\_\_\_                                    Receipt No. \_\_\_\_\_    Date \_\_\_\_\_

Make check or money order payable to City of Winston  
If paying by credit or debit card, payment may be made by phone at 541-679-6739.

**APPROVAL**

**City Owned Underground  
Utility Conflict Review** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Planner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administration Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Extension Requested:**  Yes  No **Date:** \_\_\_\_\_

# SIGN LOCATION PLAN

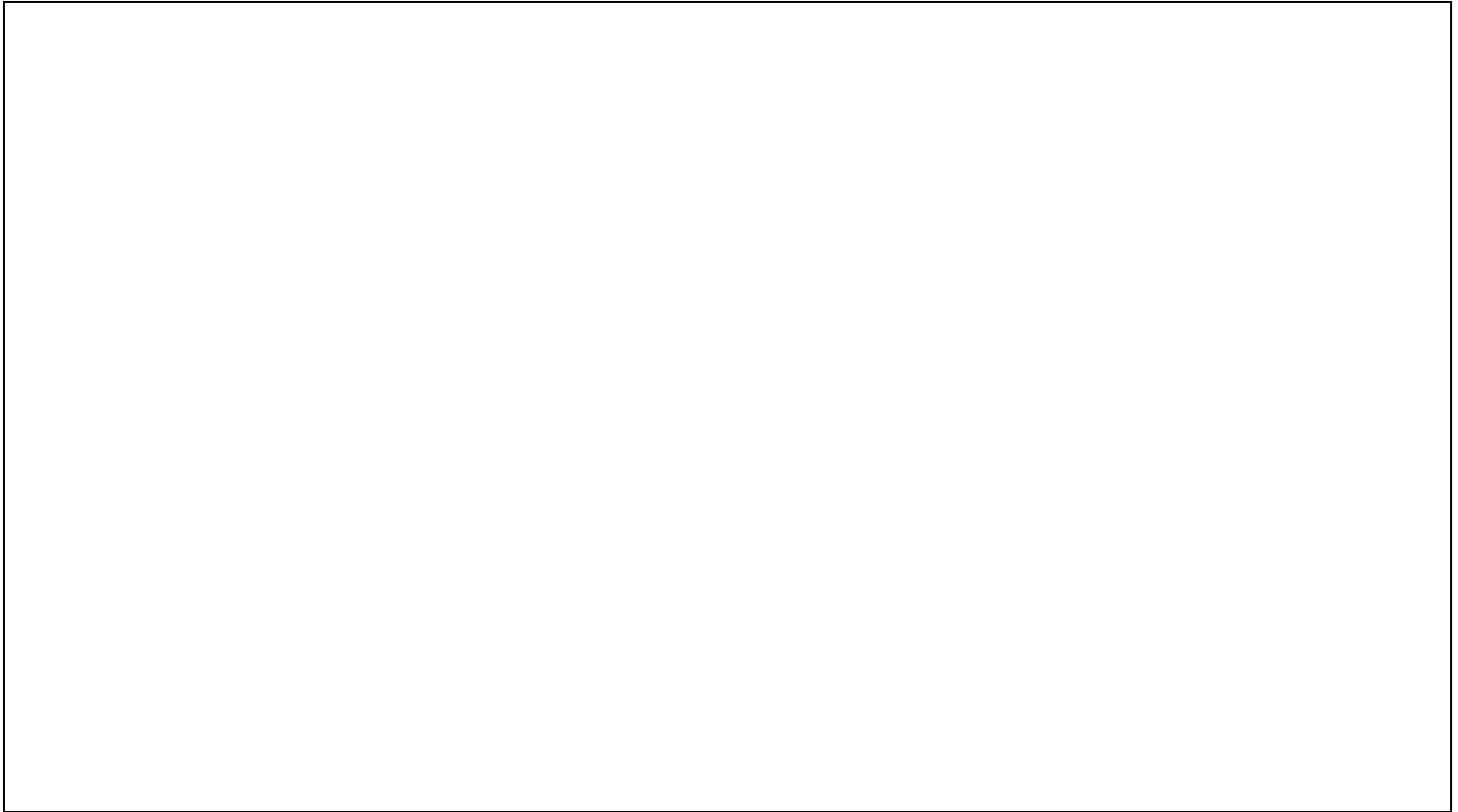
SIGN PERMIT NO. \_\_\_\_\_

APPLICANT: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

Required Information on drawing:

- 1) Property lines and dimensions
- 2) Street right-of-way
- 3) Distance of sign from property line or street
- 4) Location and identification of structures on property
- 5) Access location



WAIVER: I understand that approval of the Sign Permit Application and Site Location Plan does not release me from compliance with private covenants, restrictions or easements affecting this property.

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

City Official, Title \_\_\_\_\_