

SIGN PERMIT APPLICATION

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

This application/permit expires if work is not started within 180 days of issuance or if work is suspended for 180 days.

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Signature _____ Date: _____

CONTRACTOR

Contractor _____

Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____

Email _____

CCB No. _____ City Business License No. _____

Signature _____ Date _____

JOB SITE INFORMATION

Job Site Address _____

T28-R06W Section _____ Tax Lot _____ Tax Account No. _____

Distance of building site from river, creek, or stream bank _____

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 (Winston Municipal Code Title XV; Chapter 151; Section 151.04) In City In UGB

Zoning: _____ Overlays _____

CRITERIA FOR PERMIT APPROVAL (Winston Municipal Code Title XV; Chapter 151; Section 151.05)

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

Conditions of Approval _____

SIGN PERMIT FEES (Fee Resolution No. 22-1006 11/1/2021)

Basic Sign \$50 **Commercial Grade** \$100 **Total Due** _____ **Receipt No.** _____

APPROVALS

Public Works _____ Date _____

Planning _____ Date _____

Administration _____ 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.

City Official, Title

Applicant Signature