

**CITY OF MADRAS
COMMUNITY DEVELOPMENT DEPARTMENT**

SIGN APPLICATION

(To be accompanied by a Site Plan Map that reflects all existing and proposed signage plus a Letter of Authorization, if applicable.)

OFFICE USE ONLY	
FILE # _____	
ZONING DISTRICT _____	FEE \$ _____
RECEIPT # _____	
DATE RECEIVED _____	

Legal Description of the Subject Property:

Township	Range	Section	Tax Lot
_____	_____	_____	_____

Street address of the property for the sign: _____

PROPERTY OWNER:

Printed Name: _____

Signature (required unless letter of authorization is supplied): _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

BUSINESS OWNER:

Company: _____ Business License # _____

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

Sign Company Name and Phone Number _____

SIGN INFORMATION (REQUIRED)

(Please choose one)

Permanent Sign? _____ **Temporary Sign?** _____

Will the sign be illuminated? Interior _____ Exterior _____

Is this a: New Sign _____ or Face Change _____

(Fees: Face Change Only= \$100 New = \$250)

SELECT SIGN TYPE

(Please circle one or both)

FREESTANDING OR PROJECTING

Pole Height _____ Pole Width _____

Projecting Sign Length _____

**Current Inventory of Existing Signs
 (please provide number and size)**

**Amount of Proposed Square Footage of
 Signage** _____

PROPOSED WALL SIGN

Wall direction where proposed sign
 will be located:

_____ north _____ south,
 _____ east _____ west

Wall Height _____ Wall Length _____
 Square Footage _____

What is the percentage of wall space
 the proposed sign will cover? _____

 All signs must follow the City of Madras Sign Ordinance #697 Section 8-9

___ **FREESTANDING AND PROJECTING SIGNS:**

Close-up Sign Rendering

- Full dimension length and height of the sign
- Full dimension letter size
- Depict exact lettering style and other graphics
- Label & identify colors and materials

___ Plot Plan

- Depict the lot and show the sign location in relation to: adjacent buildings, parking spaces, driveways, landscaped areas, property lines
- Show all existing free-standing and projecting signs on the lot and within 300 feet of the proposed sign.
- Detail all Site Clearance Areas

___ **WALL SIGNS:**

Close-up Sign Rendering

- Full dimension length and height of the sign
- Full dimension letter size
- Depict exact lettering style and other graphics
- Label and identify colors and materials

___ Wall Elevation

- Full dimension wall length and height
- Show location of the proposed sign
- Show locations of other signs on the wall

Return Application To: Community Development Department
 71 SE 'D' Street
 Madras, Oregon 97741
 Phone: 541-475-3388
 Fax: 541-475-3959

MAP INSTRUCTIONS AND CHECKLIST

A Site Plan Map, which shows all existing and proposed structures and parking areas, must accompany the Sign Application. The following checklist identifies the specific information, which should be included on this map.

- _____ The map may be drawn on white paper which is either 8 ½ x 11 or 8 ½ x 14 inches in size, with the information drawn in black ink.
- _____ Township, Range, Section and Tax Lot number of the subject property (ies) shall be included.
- _____ North arrow, date, and map scale in one inch intervals (1" = 20') shall be noted.
- _____ Shape and dimensions of your property must be accurately drawn. Show the square footage of the parcel. Draw the property lines with a solid black line and label adjacent public roads, if any.
- _____ Identify existing and proposed easements with a dotted line.
- _____ Identify the location and direction of all water courses and drainage ways, as well as the location of the 100-year floodplain, if applicable.
- _____ Illustrate all structural development, with dimensions to include setbacks.
- _____ Illustrate all public utilities and include if necessary subsurface sewage disposal systems.
- _____ Illustrate all proposed new sign with dashed lines, including dimensions.
- _____ Illustrate the location, dimension and surface material of all off-street parking and access drive areas.
- _____ Illustrate the entrance and exit points to the property, curbing and sidewalks.
- _____ Illustrate the location, height, and material of all fences and walls.
- _____ All utilities are required underground.

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