

**CITY OF MADRAS
COMMUNITY DEVELOPMENT DEPARTMENT**

TEMPORARY SPECIAL 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)

Will the sign be illuminated? Interior _____ Exterior _____

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? _____

SUBMITTAL REQUIREMENTS – A site plan to scale showing property lines, existing structures and location of all existing and proposed signs. Colored Pictures or renderings shall be submitted with site plan.

____ 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

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

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