

What's in this guide?

- When a Sign Permit is needed
- Zoning rules about sign types
- Sign locations and sizes allowed
- Sign Permit application requirements

Prohibited Signs:

- Signs on sidewalks, streets, or in park strips
- Signs erected without City permit or without property owner permission
- Electronic signs that flash, scroll or otherwise change colors, images or text
- Mechanical signs that move or rotate
- Blimps, inflatables, pennants, flags, pole wraps, and streamers
- Signs resembling official traffic signs or signals
- Roof mounted signs
- Signs attached to trees, utility poles, street signs, hydrants or similar
- Signs that are unsafe, abandoned or needing repair



Sign Permit Guide



Community Development
Department

125 SW "E" Street
Madras, OR 97741

P: 541-475-2344

F: 541-475-7061

www.ci.madras.or.us

Step 1: The Basics!

Sign Permit Required:

A Sign Permit is required if you want to:

- ◆ Construct & install a new sign
- ◆ Replace an existing sign
- ◆ Relocate an existing sign
- ◆ Change an existing sign face

You do not need a sign permit for sign maintenance (e.g. repaint, change light bulb, repair a broken sign).

Step 2: What Kind of Sign Can You Install?

The City regulates the type and size of signs by zoning district. For example, most signs allowed in commercial zones are not permitted in residential zones. The tables at right have information regarding signs in non-residential zones.

If you don't know what your property is zoned, go to the City's website & review the City's Zoning Map to determine the zoning of your property. Click on the "Planning Documents" link on the Community Development page.

Step 3: Sign Standards

First determine the zoning of your property. Then determine what types of signage you can install based on your zoning. Finally, make sure your signage meets the City's size and height standards.

Allowed Signs by Zoning

Zoning	Wall	Pole	Monument
C-1	Yes	Yes	Yes
C-2	Yes	No	Yes
C-3	Yes	Yes	Yes
NC	Yes	Yes	Yes
I	Yes	Yes	Yes
MUE	Yes	Yes	Yes

Free Standing Signs

Zone	Type Allowed	Number Allowed	Max. Size	Max. Height
C-1	Pole or Monument	1 *	150 s.f.	20 ft.
C-2	Monument	1 *	32 s.f.	8 ft.
C-3	Pole or Monument	1 *	40 s.f.	20 ft.
NC	Pole or Monument	1 *	32 s.f.	20 ft.
Industrial	Pole or Monument	1 *	150 s.f.	35 ft.
MUE	Pole or Monument	1 *	150 s.f.	20 ft.

*There are special rules for through lots and business complexes.

Sign Location: Signs cannot be placed in a public right-of-way (streets, sidewalks, parkways, bike lanes, etc.). All signs must be placed on private property and on the same property as the business being advertised.

Wall Sign Size: The aggregate size of signs mounted on a single exterior wall can be no more than 2 square feet per horizontal lineal foot of wall or 150 square feet, whichever is less.

Step 4: Application Submittal

Permit Application: Permit Applications are on the City's website (www.ci.madras.or.us) under the "Doing Business in Madras" tab.

Permit Fees: Contact the Community Development Department to confirm your fees prior to submitting your application.

New Sign = \$250.00

Sign Face Change = \$100.00

How long does it take to get a permit?

The City has streamlined the permit process! Typically, Permits are issued in 1 to 2 weeks. Make sure you submit all necessary information. If you have questions, please call the Community Development Department at 541-475-2344.

Step 5: Building Permit?

Before you install your sign, please check to see if you need a building permit from the Jefferson County Community Development Building Department. The experts in that office review construction plans for safety. They can be contacted at:

Jefferson County Community Development

85 SE D St., Madras, OR 97741

541-475-4462

Fax: 541-325-5004

Hours:

Monday - Friday: 8:00 am -12:30 pm
& 1:30 pm - 5:00 pm