



City of Sisters

Portable Sign Permit Application

Fee: \$40.00 Per Sign Annually

Please make permit fees payable to the City of Sisters.

File #:

Ownership and Applicant Information

Applicant/Owner Name(s): _____ Phone: _____

Address: _____ Email: _____

Establishment Name: _____

Sign Designer/Installer: _____ Phone: _____

Address: _____ Email: _____

Sign Information	Existing	Proposed (#1)	Proposed (#2)
Sign Area (Per Side)			
Height			
Width			
Colors			
Sign Location			

Sign Regulations (See Chapter 3.4.600.M of the Sisters Development Code)

1. All portable signs require a permit from the Community Development Department prior to placement, which shall be renewed by the applicant on an annual basis as long as portable signs continue to be placed upon the premises and the wayfinding signs are not available. An annual permit fee as established by City Council Resolution shall be charged. Applicant shall provide the Community Development Department with sign models and proposed sign locations prior to issuance of the permit. Permits will be issued for those signs meeting the Sign Ordinance criteria.
2. Portable signs shall be securely anchored to the ground.
3. No portable sign shall affect easements, nor restrict or impede pedestrians or disabled persons. Portable signs shall not restrict the clear vision of pedestrians or vehicles. Portable signs shall only be permitted in locations on private property as approved by the Community Development Director or designee.
4. Portable signs shall be no larger than sixteen (16) square feet per side. Sign size within the allowed parameters may be regulated by the Community Development Department depending on location and safety considerations
5. Each business shall be allowed one (1) sign per entrance, with sign placed within ten (10) feet of the primary public entrance or occupied building space, but no business may have more than two (2) portable signs.
6. Signs shall be displayed only during business hours.
7. Sign shall include the business name and may include products sold or offered.



Owner / Applicant Signature _____ Date _____

City of Sisters Approval _____ Date _____

For Office Use Only:

Date Received: _____	Date Expires: _____	Fee Paid: _____
Rec'd By: _____		Receipt #: _____