

# Portable Sign Permit Application

520 E. Cascade Avenue | PO Box 39 - Sisters, Or 97759 | ph. (541) 549-6022 | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)



Fee: \$40.00 Per Sign Annually

## Ownership and Applicant Information

Applicant / Owner Name(s)

Phone

Address

Email

Designer / Installer

Phone

Address

Email

## Property Information

T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_  
Property Description

Tax Lot(s)

Zone

Property Address

Establishment Name

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

**Portable signs are required to be placed on private property and can only be utilized during business hours.**

### Sign Removal Authorization:

- I (owner/applicant) hereby authorize the City of Sisters to remove the portable sign if it is found to be in violation of SDC 3.4.600(M)(3) that requires all portable signs to be located on private property.
- By signing this application, the owner/applicant agrees to abide by all portable sign regulations as stated in the Sisters' Development code Chapter 3.4.600(M).

Owner / Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

City Approval \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only

Date Received: \_\_\_\_\_ Date App COMPLETE: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ File #: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Deemed COMPLETE by: \_\_\_\_\_

Receipt #: \_\_\_\_\_

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## 3.4.600 Prohibitions

M. Sandwich boards, A-frame, bench and portable signs are prohibited when way-finding signs are available.

Portable signs, such as A-frame signs, shall comply with the following requirements:

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.