



Sign Permit Application

All signs subject to Chapter 17.90 of the Bandon Municipal Code

CITY OF BANDON PLANNING
P.O. BOX 67
555 HWY 101
BANDON, OR 97411
P:(541) 347-2437
F:(541)347-1415

I. Property Owner's Information		
Property Owner's Name:	Daytime Phone:	E-mail:
		Fax:
Mailing Address:		

II. Type of Sign					
Permanent: <input type="checkbox"/>		Replacement: <input type="checkbox"/>		Temporary: <input type="checkbox"/>	
(Please check all that apply)			Location:		
<input type="checkbox"/> Free Standing Sign			<input type="checkbox"/> Rear		
<input type="checkbox"/> Wall Sign			<input type="checkbox"/> Front		
<input type="checkbox"/> Roof Sign			<input type="checkbox"/> Side		
<input type="checkbox"/> Projecting Sign			<input type="checkbox"/> Roof		
<input type="checkbox"/> Other:			<input type="checkbox"/> Off-site		
Sign Address:					
Zone: (Check one box below)					
R-1 <input type="checkbox"/>	R-2 <input type="checkbox"/>	CD-1 <input type="checkbox"/>	CD-2 <input type="checkbox"/>	CD-3 <input type="checkbox"/>	CD-R1 <input type="checkbox"/>
CD-R2 <input type="checkbox"/>	C-1 <input type="checkbox"/> *	C-2 <input type="checkbox"/> *	C-3 <input type="checkbox"/>	LI <input type="checkbox"/> *	HI <input type="checkbox"/>
*Architectural Review: Certificate of Appropriateness may be required					
Description of Sign:					

III. Sign Dimensions and Materials (attach all relevant information)	
Horizontal Dimension:	Vertical Dimension:
Distance to Street:	Height:
Length of Street Frontage:	Color(s):
Illumination: Yes <input type="checkbox"/> No <input type="checkbox"/>	Total Square Footage:
Material(s):	

IV. Graphic: Please provide a graphic of your proposed sign (including dimensions, colors, location on the property, and setbacks to scale) also include a copy of the proposed sign's finished design.

V. Inspections: All city inspections must be requested at least 2 business days in advance. Failure to schedule or complete required inspections may delay the final approval of your project.	
Inspection #1: Compliance with the approved site plan. Inspection required before setting posts or pouring any concrete. (Please mark all post or form positions)	Inspection #2: Compliance with approved plans for drainage, utility service, off-street parking, any required street improvements, and authorized land use. (Required upon completion of installation)

In addition to this completed form, the applicant must provide the following:

- Other information deemed necessary by the Planning Director to allow review of the applicant's proposal;
- Payment of applicable review fees, which can be found on the City's web page.

VI. Property Owner's Signature/Authorization:		
<ul style="list-style-type: none"> <i>I have read the application and the attached documentation and I understand that my application may be delayed or deemed incomplete if I have provided insufficient information and documentation to allow for approval.</i> <i>I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.</i> <i>I understand and agree that all required inspections will be requested 2 business days in advance, and it is the applicant's responsibility to ensure required inspections have been requested, completed, and approved.</i> <i>I authorize the City of Bandon or its acting agent, to enter onto the subject property, as described in section "II. Type of Sign".</i> <i>I authorize the following party(s) to act as applicant in regard to the attached application for the subject property described in section "II. Type of Sign".</i> 		
X Property Owner's Signature:		Date:
<i>Applicant's Contact information: (If applicant is not the property owner)</i>		
Name:	Phone:	Email:
Mailing Address:		
X Applicant's Signature:		Date:

VII. Disclosure:	
<p>The City of Bandon is legally obligated to report all ground disturbances within the City of Bandon to the Coquille Indian Tribe. Property owners and applicants must adhere to all conditions and requirements set out by the Coquille Indian Tribe, State Historic Preservation Office (SHPO) or both if required. Please be aware that state statutes and federal law govern how archaeological sites are to be managed. ORS 97.745 prohibits the willful removal, mutilation, defacing, injury, or destruction of any cairn, burial, human remains, funerary objects, or objects of cultural patrimony of a Native Indian. ORS 358.920 prohibits excavation, injury, destruction, or alteration of an archaeological site or object, or removal of an archaeological object from public or private lands.</p> <p>It is the property owner/applicant's responsibility to determine if additional permits from other agencies will be required, including but not limited to: Oregon State Building Codes, Oregon State Department of Environmental Quality, FEMA, Oregon State Fish and Wildlife and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner/applicant to obtain such permits and comply with their conditions of approval.</p> <p>It is the property owner/applicant's responsibility to provide the City of Bandon all necessary legal documentation related to the property, including but not limited to: receipts, deed restrictions, vacation records, easement records, etc.</p>	
I acknowledge, understand, and agree, that all relevant documentation will be provided to the City of Bandon, and that all required permits and consent will be obtained prior to the start of construction, with all conditions of approval adhered to.	
X	
Property Owner/Applicant's Signature	Date

AN ELECTRONIC COPY OF THIS FORM IS ACCEPTABLE FOR THE PURPOSE OF FILING AN APPLICATION. HOWEVER, THE ORIGINAL WILL BE REQUIRED PRIOR TO FINAL APPROVAL.

Staff's Signature of Approval: _____ Date: _____

COA Issued: _____ Other: _____