



Sign Permit

A permit is required prior to the construction, alteration or installation of a sign within the City of Carlton, unless otherwise exempt by Carlton Development Code (CDC) Section 17.80.040. Examples of signs exempt from the sign permitting process include but are not limited to: real estate signs, political signs, portable signs less than six (6) square feet in area, and signs within a building.

Review Procedures

A sign permit is processed as a Type I land use action in accordance with the procedures found in CDC Section 17.188.010. The City Planner reviews the request and makes a recommendation on whether or not to approve the sign permit to the City Manager. The City Manager shall issue a permit for a sign unless the sign does not comply with the provisions of the Carlton Development Code. The City Manager's decision is the final, unless appealed to the Carlton Planning Commission within twelve (12) days of the date of the final written notice. The City Manager may revoke a sign permit if he or she finds that there was a material and misleading false statement of fact in the application for the permit.

SIGNS IN NONCOMMERCIAL ZONES (AH, R-1, MH, MX, R-3 zones)

Review Criteria

The following regulations apply to signs in noncommercial zones:

- A. Maximum number: Any combination of signs not exceeding the sign area and height limitations.
- B. Maximum total sign area:
 - 1. Single-family and two-family (duplex) dwelling: six (6) square feet;
 - 2. Multiple family dwelling: 24 square feet;
 - 3. Public and semi-public: 32 square feet;
- C. Maximum sign height of freestanding signs: six (6) feet.
- D. Location of freestanding signs: where fences are allowed.
- E. Illumination. Signs may only be indirectly illuminated by a concealed light source, and shall not flash, blink, fluctuate or produce glare (CDC Section 17.80.060).

SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES (D, CB, CI, AND IG zones)

Review Criteria

- A.** Signs within 75 feet of a residentially zoned property shall be setback so as to meet the side and front yard setback requirements of the adjoining residential zone district (CDC Section 17.80.080).
- B. Appearance:** Signs shall be constructed of wood, brick, tile, masonry, synthetic materials, canvas, vinyl, glass, wrought iron, or metal. Signs shall be constructed of materials consistent with the age, appearance and purpose of the buildings adjacent to the sign. The design shall reflect and be consistent with the appearance, design, architecture and historical character of adjacent buildings and uses. Fluorescent or unusually bright colors shall not be permitted. (CDC 17.80.090)
- C. Size:** Businesses with Two or More Street Frontages:
1. Land abutting more than one street shall be allowed its quota of signs on each of the streets, and up to ten (10) percent of the permitted quota on any street may be deducted there from and added to the other street frontage.
 2. Where a business located on a corner erects an attached sign designated to be read from both intersecting public streets, the total aggregate area of such sign shall not exceed one-half that which would be allowed for separate signs fronting on the intersecting public streets.
 3. Where a business located on a corner is allowed a monument sign, it may have one such sign designed to be read from both intersecting public streets, or two such freestanding signs, provided that each sign is designed to be read from only one of the intersecting streets.

Area:

1. Wall signs shall not exceed ten (10) percent of the building face facing a street. For purposes of the area, the height of the lower level or story or twenty (20) feet, whichever is larger, shall be multiplied by the building frontage. Height of lettering cannot exceed twenty-four (24) inches.
2. Awning signs shall not exceed ten (10) percent of the awning area. For purposes of calculating the awning area, the height shall be multiplied by the width of the awning.
3. Projecting signs shall not exceed five percent of the building face facing a street. For purposes of calculating the area, the height of the lower level or story, or twenty (20) feet, whichever is less, shall be multiplied by the building frontage. Height of lettering cannot exceed eight inches.
4. Roof signs are not permitted except by variance.

5. Freestanding signs: one square foot of sign area for each linear foot of property frontage upon a city street or a total of fifty (50) square feet for each street frontage, whichever is lesser.

Height: Not more than four feet above the eave line provided the maximum height above the ground line shall not exceed twenty (20) feet.

Location: Attached to the building, except such signs shall not be roof signs. (CDC 17.80.100)

Suspended signs: Signs suspended from the underside of a horizontal plane surface and is supported by that surface, shall have a maximum area of three (3) square feet and shall not project more than 30 inches from the face of the building (CDC 17.80.080.F).

D. Design review requirements:

1. Signs must be compatible in design and color with the architectural and historical qualities of Carlton and with the buildings with which they are associated.
2. Signs illuminated by spotlights or indirect lighting shall be lighted in such a manner that glare from the light source is not visible to pedestrian or vehicle traffic.
3. Directory signs (wall, projecting, and freestanding), and the individual signs comprising a directory sign shall be uniform or consistent in size, shape, and design. Individual signs in a directory sign may be added, moved, or substituted with signs for new businesses or uses without going through the design review process, provided that the design is consistent and the provisions of the original permit are met (CDC 17.80.110).

ADDITIONAL SIGN REQUIREMENTS

Signs Visible From a State Highway (Highway 47)

Additional sign regulations apply to signs visible from State Highway 47 in Carlton. Applicants installing a sign visible from Highway 47 should contact the Oregon Department of Transportation (ODOT) at (503) 986-3546 for additional information.

Design, Construction and Maintenance:

All signs shall be designed, constructed, and maintained according to the following standards:

1. All signs shall comply with the applicable provisions of Uniform Building Code in effect at the time of the sign permit application and all other applicable structural, electrical and other regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements;
2. All signs shall be maintained in a good structural condition at all times;

3. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or ordinances regulating signs (CDC Section 17.80.070.E).

Downtown District:

In addition to complying with requirements of Chapter 17.80 Signs, conformance to following standards is required in the Downtown district:

1. Building designs shall incorporate a sign band or otherwise provide for blade signs, awning signs, marquees, or other compatible sign types.
2. Pole signs are prohibited.
3. Monument signs shall not exceed six (6) feet in height and 48 square feet of sign face for each side of a two-sided sign. A minimum of 50 feet of street frontage is required for one monument sign.
4. On multitenant buildings, signs shall be designed to accommodate multiple tenants.

Sign Permit Application

City of Carlton

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____
Mailing Address _____

Sign Company: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

_____ **A scale drawing 8½ x 11 inches or multiples thereof in size**, showing the size and location of proposed and existing signs on the property.

_____ **A scale drawing 8½ x 11 inches or multiples thereof in size**, showing the graphic design of the proposed sign and including any structural and mechanical design and engineering data necessary to demonstrate the structural stability of the proposed sign

_____ **One (1) paper copy and one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

Variance Application: When necessary, the Planning Commission may authorize variances to the requirements of the Section 17.80 of the Carlton Development Code in conjunction with a Sign Permit. Application for a variance shall be made by sign permit applicant, stating fully the grounds for the application. The Planning Commission shall review the Variance using the procedures of Development Code Section 17.148 and the variance criteria from Development Code Section 17.80.140. An application for a Sign Variance _____ **Does** _____ **Does Not** accompany this Sign Permit application.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

FOR OFFICE USE ONLY:

This sign permit request is: _____ APPROVED or _____ DENIED
Conditions, if any:

Signed City Manager or City Planner: _____
Date