

# BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street | Suite 131 | Baker City, OR | 97814  
 Phone: (541) 523-8219 | Fax: (541) 523-8340



## APPLICATION FOR A SIGN PERMIT

App. No. SP-\_\_\_\_-\_\_\_\_\_ City Planning: 101-131-3-40-4104  
 Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Fee Collected: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Date Sent for Interdepartmental Review: \_\_\_\_\_

MAKE CHECKS PAYABLE TO: **BAKER COUNTY PLANNING**

APPLICANT			PROPERTY OWNER		
Last Name	First	MI	Last Name	First	MI
Mailing Address			Mailing Address		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Telephone			Telephone		
Email			Email		

### PROPERTY INFORMATION

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Ref. \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Ref. \_\_\_\_\_

Property Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Overlay: \_\_\_\_\_ Floodplain:  YES  NO Historic District:  YES  NO

### PROPOSED SIGN INFORMATION

Sign Type: \_\_\_\_\_ Sign Height: \_\_\_\_\_

Sign Area Dimensions (L, W): \_\_\_\_\_ Sign Area: \_\_\_\_\_ Illumination Type: \_\_\_\_\_

Detailed Location of Sign: \_\_\_\_\_

Property Line Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

Sign Type: _____	Sign Height: _____
Sign Area Dimensions (L, W): _____	Sign Area: _____ Illumination Type: _____
Detailed Location of Sign: _____	
Property Line Setbacks: Front: _____	Rear: _____ Side: _____ Side: _____

Do other signs exist at site? \_\_\_\_\_ If yes, state which type and size \_\_\_\_\_

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that he/she is authorized to make the application and that there are no covenants, conditions or restrictions (CC&Rs) that may limit or prohibit the division of land. The City of Baker City does not monitor, nor have enforcement authority over CC&Rs.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\* NOTE:** *If the applicant is not the owner, by signing, the owner hereby grants permission for the applicant to act in his/her behalf concerning this application.*

**APPLICABLE BAKER CITY DEVELOPMENT CODE (BCDC) SECTIONS**

*(Further restrictions may apply)*

**Section 3.5.060 – Signs in Residential Zones.** In addition to sign types listed in *Section 3.5.030 –Exempt Signs*, the following numbers and types of signs may be erected in Residential Low-Density (R-LD), Residential Medium-Density (R-MD) and Residential High-Density (R-HD) Zones.

Signs displayed in the Freeway Overlay District, Historic District, 10<sup>th</sup> Street Business District or South Highway 30 District or Residential-Professional (R-P District) are also subject to the applicable district standards set forth in Sections 3.5.080 to 3.5.110.

<b>TABLE 3.5.060 – SIGNS IN RESIDENTIAL ZONES</b>				
	<b>Restrictions &amp; Guidelines</b>	<b>Number &amp; Location</b>	<b>Maximum Area &amp; Height</b>	<b>Permitted Illumination</b>
<b>Free-standing</b>	- May not project into R-O-W	- 1 per street frontage - 1ft setback from property line	- <u>Area</u> : 4ft <sup>2</sup> - <u>Height</u> : 6ft	- Not permitted
<b>Hanging</b>		- 1 per lot - Must hang from building, eave, canopy, awning or marquee	- <u>Area</u> : 4ft <sup>2</sup> - <u>Height</u> : 6ft	- Not permitted
<b>Monument</b>		- 1 per lot - 1ft setback from property line	- <u>Area</u> : 4ft <sup>2</sup> - <u>Height</u> : 6ft	- Not permitted
<b>Wall</b>	- Replacement only - May not project into R-O-W - May not project more than 1ft - May not interrupt architectural details of façade - May not extend beyond eave or roof lines	- 1 per tenant	- <u>Area</u> : 4ft <sup>2</sup> - <u>Height</u> : 6ft	- Not permitted
<b>Window</b>		- 1 per building	- <u>Area</u> : 4ft <sup>2</sup>	- Not permitted

**Section 3.5.070 – Signs in General Commercial (C-G), Central Commercial (C-C) and Industrial (I) Zones:** Except as noted below, the following numbers and types of signs may be erected in any General Commercial (C-G), Central Commercial (C-C) or Industrial (I) Zone subject to applicable sign type criteria. Signs displayed in the Freeway Overlay District, Historic District, 10<sup>th</sup> Street Business District or South Highway 30 District are also subject to the applicable district standards set forth in Sections 3.5.080 to 3.5.110.

**TABLE 3.5.070 – SIGNS IN COMMERCIAL and INDUSTRIAL ZONES**

	<b>Restrictions &amp; Guidelines</b>	<b>Number &amp; Location<sup>4</sup></b>	<b>Maximum Area &amp; Height</b>	<b>Permitted Illumination</b>
<b>Awning or Canopy</b>	<ul style="list-style-type: none"> <li>- An awning and canopy without lettering or other advertising shall not be regulated as a sign</li> <li>- Lettering or advertising may not project beyond or below the printable material area</li> <li>- No awning or canopy sign shall be wider than the building wall or tenant space it identifies</li> <li>- If the awning or canopy sign is to be mounted on a multi-tenant building, the awning and canopy sign shall be similar in terms of height, projection, and style across all tenants in the building</li> </ul>	<ul style="list-style-type: none"> <li>- No limit</li> <li>- Must attach to building façade and project from it</li> <li>- Awning and canopy signs may not project into the R-O-W, unless specifically permitted by the Baker City Municipal Code</li> <li>- Awning and canopy signs must be centered within or over architectural elements such as windows or doors</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 1.5ft<sup>2</sup> per 1linear foot of the awning or canopy</li> <li>- <u>Height</u>: Equal to eaveline or bottom of second story window sill, whichever is lower. Bottom of awning must be at least 8ft above grade. Bottom of canopy must be at least 10ft above grade</li> </ul>	<ul style="list-style-type: none"> <li>- Internal or external, except for signs located in the C-C Zone, where only external illumination is permitted</li> </ul>
<b>Banner</b>	<ul style="list-style-type: none"> <li>- Temporary use only</li> </ul>	<ul style="list-style-type: none"> <li>- No limit but aggregate sign areas not to exceed 200ft<sup>2</sup></li> <li>- 1ft setback from property line</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 200ft<sup>2</sup></li> <li>- <u>Height</u>: 6ft</li> </ul>	<ul style="list-style-type: none"> <li>- Not permitted</li> </ul>
<b>Billboards</b>	<ul style="list-style-type: none"> <li>- Allowed only within the Freeway Overlay District (<i>see Section 3.5.080 and Table 3.5.080</i>)</li> </ul>			

<b>Electronic Reader Board<sup>2</sup></b>	<ul style="list-style-type: none"> <li>- Conditional Use Permit from Planning Commission required prior to installation</li> <li>- Text messages longer than the display that do not contain any graphics shall scroll in a consistent and predictable manner</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per 50ft of street frontage</li> <li>- 1ft setback from property line</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 24ft<sup>2</sup></li> <li>- <u>Height</u>: 15ft</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, not to exceed 40 watts or 60 milliamps</li> <li>- Color and brightness of displays shall remain unchanged for a minimum of 5 seconds</li> </ul>
<b>Free-standing</b>	<ul style="list-style-type: none"> <li>- May not project into R-O-W</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per 50ft of street frontage</li> <li>- 1ft setback from property line<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 50ft<sup>2</sup></li> <li>- <u>Height</u>: 15ft</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, external, backlit, neon or bare bulb</li> </ul>
<b>Hanging</b>		<ul style="list-style-type: none"> <li>- No limit</li> <li>- Must hang from building, eave, canopy, awning or marquee</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 4ft<sup>2</sup></li> <li>- <u>Height</u>: Bottom of sign must be at least 8ft above grade</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, external, backlit, neon or bare bulb</li> </ul>
<b>Monument</b>	<ul style="list-style-type: none"> <li>- May not project into R-O-W</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per street frontage</li> <li>- 1ft setback from property line<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 80ft<sup>2</sup></li> <li>- <u>Height</u>: 15ft</li> </ul>	<ul style="list-style-type: none"> <li>- Internal or external</li> </ul>
<b>Multi-tenant</b>	<ul style="list-style-type: none"> <li>- May not project into R-O-W</li> </ul>	<ul style="list-style-type: none"> <li>- 1 on each major street frontage with exit and entrance</li> <li>- 1ft setback from property line<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Freestanding: <u>Area</u>: 80ft<sup>2</sup> <u>Height</u>: 15ft</li> <li>- Monument: <u>Area</u>: 120ft<sup>2</sup> <u>Height</u>: 15ft</li> </ul>	<ul style="list-style-type: none"> <li>- Internal or external</li> </ul>
<b>Portable</b>	<ul style="list-style-type: none"> <li>- May not impede pedestrian traffic</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per business</li> <li>- May be located within ROW<sup>4</sup></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 24ft<sup>2</sup></li> <li>- <u>Height</u>: 6ft<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>- As allowed by the Baker City Municipal Code</li> </ul>
<b>Projecting</b>	<ul style="list-style-type: none"> <li>- Projection from wall: no more than 12 inches, no less than 6 inches</li> <li>- May not project more than 4ft or 1/3 width of sidewalk, whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per street frontage per ground floor establishment, plus 1 sign per building entrance serving one or more commercial tenants without a ground floor entrance</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 20ft<sup>2</sup></li> <li>- <u>Height</u>: Equal to eaveline or bottom of second story window sill, whichever is lower. Bottom of sign must be at least 8ft above grade</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, external, backlit or neon</li> </ul>
<b>Temporary (Non-Exempt)</b>	<ul style="list-style-type: none"> <li>- May not impede pedestrian traffic</li> <li>- May not be located in R-O-W</li> </ul>	<ul style="list-style-type: none"> <li>- No limit</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 36ft<sup>2</sup>, except banner signs which may be ≤ 200ft<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>- Not permitted</li> </ul>

	<ul style="list-style-type: none"> <li>- Erected for a period longer than 6 months</li> <li>- Building permit required</li> <li>- Has a sign area no greater than 24ft<sup>2</sup></li> </ul>		<ul style="list-style-type: none"> <li>- <u>Height</u>: 6ft</li> </ul>	
<b>Wall</b> <sup>1</sup> <i>(Except those wall signs within the Freeway Overlay District. See Section and Table 3.5.080)</i>	<ul style="list-style-type: none"> <li>- May not project into R-O-W</li> <li>- May not project more than 1ft</li> <li>- May not interrupt architectural details of façade.</li> <li>- May not extend beyond eave or roof lines</li> </ul>	<ul style="list-style-type: none"> <li>- One sign per tenant per street frontage, up to 2 signs per tenant. Where a store has entrances facing both a street and a parking lot, a second sign is permitted to face the parking lot</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 32ft<sup>2</sup></li> <li>- <u>Height</u>: Equal to eaveline or bottom of second story window sill, whichever is lower</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, external, back-lit or neon</li> </ul>
<b>Window</b>	<ul style="list-style-type: none"> <li>- Electronic reader board signs with an area greater than 2ft<sup>2</sup> may not be used as window signs</li> </ul>	<ul style="list-style-type: none"> <li>- No limit</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 1.5ft<sup>2</sup> per 1ft of building frontage or no more than 50% total window coverage, whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>- Internal or neon</li> </ul>

<sup>1</sup> Painted Wall signs may increase sign area by 25%.

<sup>2</sup> No sign abutting a residential zone shall be located within 70 feet of said property line

<sup>3</sup> Signs allowed or permitted within the R-O-W must be approved by the Baker City Public Works Department.

**Section 3.5.080 – Signs in the Freeway Overlay District:** There shall be a Freeway Overlay District located on both the east and west sides of Interstate 84 (I-84), as detailed in Figure 3.5.080 – *Freeway Overlay District Map*.

A. In addition to those signs permitted within the underlying zone, and in accordance with all other applicable requirements of this Ordinance, the following signs may be permitted within the Freeway Overlay District, subject to the following regulations:

<b>TABLE 3.5.080 – SIGNS IN FREEWAY OVERLAY DISTRICT</b>				
	<b>Restrictions &amp; Guidelines</b>	<b>Number &amp; Location</b>	<b>Maximum Area &amp; Height</b>	<b>Permitted Illumination</b>
<b>Outdoor Advertising Sign</b> <sup>1, 2, 3</sup>	<ul style="list-style-type: none"> <li>- Conditional Use Permit from Planning Commission required prior to installation</li> <li>- Stacked signs shall not be permitted</li> <li>- Signs may be double-sided</li> </ul>	<ul style="list-style-type: none"> <li>- Must be sited within 100ft of the freeway R-O-W</li> <li>- Minimum spacing between outdoor advertising signs on the same side of the freeway shall be 1,000ft</li> <li>- Setback from R-O-W a distance equal to sign height or 15ft, whichever is greater</li> <li>- 25ft setback from property line</li> <li>- 50ft setback from any building or structure</li> <li>- 1,000ft from any property line abutting a public park, playground, religious institution, cemetery, school, or residential zone</li> <li>- Not attached to any building</li> <li>- Not located on an utility easement</li> <li>- Not located on a bridge</li> </ul>	<p><i>Commercial and Industrial Zones:</i></p> <ul style="list-style-type: none"> <li>- <u>Area:</u> 300ft<sup>2</sup> of display area</li> <li>- <u>Height:</u> Overall height 30ft measured from ground level below the sign</li> </ul>	<ul style="list-style-type: none"> <li>- All light sources are designed, shielded, arranged, and installed to confine or direct all illumination to the surface of the off-premises sign and away from adjoining properties</li> <li>- Light sources shall not be visible from any street or adjoining properties</li> </ul>
<b>Electronic Reader Board</b> <sup>1, 2, 3</sup>	<ul style="list-style-type: none"> <li>- Conditional Use Permit from Planning Commission required prior to installation</li> <li>- Text messages longer than the display shall not contain any graphics and shall scroll in a consistent and</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per 50ft of street frontage</li> <li>- 1ft setback from property line</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area:</u> 50ft<sup>2</sup></li> <li>- <u>Height:</u> 15ft</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, not to exceed 40 watts or 60 milliamps</li> <li>- Color and brightness of displays shall remain unchanged for a minimum of 5 seconds</li> </ul>

	<p>predictable manner</p> <ul style="list-style-type: none"> <li>- The appearance of movement is prohibited in signs visible from a state highway</li> </ul>			
<b>Free-standing<sup>1, 3</sup></b>	<ul style="list-style-type: none"> <li>- Stacking of signs is not permitted</li> <li>- May be double-sided</li> <li>- May not project into R-O-W</li> </ul>	<ul style="list-style-type: none"> <li>- 1 free-standing sign per parcel, plus also eligible for: <ul style="list-style-type: none"> <li>- One smaller detached sign meeting the requirements of the underlying land use zone.</li> <li>- Attached signs meeting the requirements of the underlying land use zone.</li> </ul> </li> <li>- 1ft setback from property line</li> <li>- 200ft setback from residential zones</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 200ft<sup>2</sup></li> <li>- <u>Height</u>: 65ft</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, external, backlit, neon or bare bulb</li> </ul>
<b>Wall<sup>1, 2, 3</sup></b>	<ul style="list-style-type: none"> <li>- May not project into R-O-W</li> <li>- May not project more than 1ft</li> <li>- May not interrupt architectural details of façade</li> <li>- May not extend beyond eave or roof lines</li> </ul>	<ul style="list-style-type: none"> <li>- 1 per tenant, oriented towards freeway</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Area</u>: 18% of wall area along freeway frontage</li> </ul>	<ul style="list-style-type: none"> <li>- Internal, external, back-lit or neon</li> </ul>

<sup>1</sup> If a business has more than one frontage, only the sign oriented to the freeway shall be granted the size and height allowances of the Freeway Overlay District

<sup>2</sup> Painted Wall signs may increase sign area by 25%

<sup>3</sup> All signs must adhere to relevant Oregon Department of Transportation (ODOT) regulations