

BAKER CITY-COUNTY PLANNING DEPARTMENT



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File No.	_____
Received By:	_____
Date Submitted:	_____
City Planning:	101-131-3-40-4104
Fee Collected:	\$ 40.00
Date Paid:	_____
Receipt By:	_____

SIGN PERMIT APPLICATION

FEE: \$40 – MAKE CHECKS PAYABLE TO: BAKER COUNTY

The Sign Permit process is designed to promote public safety, enhance the city's economy, maintain and promote the city's historic character, encourage high quality economic development through the advancement of community character, and protect property values.

Applicant Name: _____ Phone: _____

Mailing Address: _____

Property Owner Name: _____ Phone: _____

Mailing Address: _____

Physical Property Address: _____

Map & Tax Lot #: _____ Zoning: _____

Wetlands: _____ Floodplain: _____ Historic District: _____

Total Sign Height:	_____	Sign Area Dimensions (HxW):	_____	Sign Area:	_____
Detailed Location of Sign: _____					
Property Line Setbacks:	Front: _____	Rear: _____	Side: _____	Side: _____	
Distance from R-O-W:	_____		Illumination Type:	_____	

Total Sign Height:	_____	Sign Area Dimensions (HxW):	_____	Sign Area:	_____
Detailed Location of Sign: _____					
Property Line Setbacks:	Front: _____	Rear: _____	Side: _____	Side: _____	
Distance from R-O-W:	_____		Illumination Type:	_____	

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

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf with regard to this application.

For every sign proposal, detailed signage and site plans must be submitted, showing materials, color, dimensions, shape, structural and electrical details of the proposed sign, and location in relation to property lines, and buildings.

Site Plan showing where the sign will be located at the property. This plan should reflect distances from the proposed sign to the parcel's property lines, as well as the distance to other structures located on site (buildings, driveways, trees, light poles, etc)

The following standards are from Section 3.5 – Signs of the Baker City Development Code.
Further restrictions may apply.

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, 10th 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.

Only one sign shall be permitted per parcel within Residential Low-Density (R-LD), Residential Medium-Density (R-MD) and Residential High-Density (R-HD) Zones.

TABLE 3.5.060 – SIGNS IN RESIDENTIAL ZONES				
	Restrictions & Guidelines	Number & Location	Maximum Area & Height	Permitted Illumination
Free-standing	- May not project into R-O-W	- 1 per street frontage - 1ft setback from property line	- <u>Area</u> : 4ft ² - <u>Height</u> : 6ft	- Not permitted
Hanging		- 1 per lot - Must hang from building, eave, canopy, awning or marquee	- <u>Area</u> : 4ft ² - <u>Height</u> : 6ft	- Not permitted
Monument		- 1 per lot - 1ft setback from property line	- <u>Area</u> : 4ft ² - <u>Height</u> : 6ft	- Not permitted
Wall	- 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 ² - <u>Height</u> : 6ft	- Not permitted
Window		- 1 per building	- <u>Area</u> : 4ft ²	- Not permitted

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, 10th 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

	Restrictions & Guidelines	Number & Location⁴	Maximum Area & Height	Permitted Illumination
Awning or Canopy	<ul style="list-style-type: none"> - An awning and canopy without lettering or other advertising shall not be regulated as a sign - Lettering or advertising may not project beyond or below the printable material area - No awning or canopy sign shall be wider than the building wall or tenant space it identifies - 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 	<ul style="list-style-type: none"> - No limit - Must attach to building façade and project from it - Awning and canopy signs may not project into the R-O-W, unless specifically permitted by the Baker City Municipal Code - Awning and canopy signs must be centered within or over architectural elements such as windows or doors 	<ul style="list-style-type: none"> - <u>Area</u>: 1.5ft² per 1linear foot of the awning or canopy - <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 	<ul style="list-style-type: none"> - Internal or external, except for signs located in the C-C Zone, where only external illumination is permitted
Banner	<ul style="list-style-type: none"> - Temporary use only 	<ul style="list-style-type: none"> - No limit but aggregate sign areas not to exceed 200ft² - 1ft setback from property line 	<ul style="list-style-type: none"> - <u>Area</u>: 200ft² - <u>Height</u>: 6ft 	<ul style="list-style-type: none"> - Not permitted
Billboards	<ul style="list-style-type: none"> - Allowed only within the Freeway Overlay District (<i>see Section 3.5.080 and Table 3.5.080</i>) 			

Electronic Reader Board³	<ul style="list-style-type: none"> - Conditional Use Permit from Planning Commission required prior to installation - Text messages longer than the display that do not contain any graphics shall scroll in a consistent and predictable manner 	<ul style="list-style-type: none"> - 1 per 50ft of street frontage - 1ft setback from property line 	<ul style="list-style-type: none"> - <u>Area</u>: 24ft² - <u>Height</u>: 15ft 	<ul style="list-style-type: none"> - Internal, not to exceed 40 watts or 60 milliamps - Color and brightness of displays shall remain unchanged for a minimum of 5 seconds
Free-standing²	<ul style="list-style-type: none"> - May not project into R-O-W 	<ul style="list-style-type: none"> - 1 per 50ft of street frontage - 1ft setback from property line³ 	<ul style="list-style-type: none"> - <u>Area</u>: 50ft² - <u>Height</u>: 15ft 	<ul style="list-style-type: none"> - Internal, external, backlit, neon or bare bulb
Hanging		<ul style="list-style-type: none"> - No limit - Must hang from building, eave, canopy, awning or marquee 	<ul style="list-style-type: none"> - <u>Area</u>: 4ft² - <u>Height</u>: Bottom of sign must be at least 8ft above grade 	<ul style="list-style-type: none"> - Internal, external, backlit, neon or bare bulb
Monument	<ul style="list-style-type: none"> - May not project into R-O-W 	<ul style="list-style-type: none"> - 1 per street frontage - 1ft setback from property line³ 	<ul style="list-style-type: none"> - <u>Area</u>: 80ft² - <u>Height</u>: 15ft 	<ul style="list-style-type: none"> - Internal or external
Multi-tenant	<ul style="list-style-type: none"> - May not project into R-O-W 	<ul style="list-style-type: none"> - 1 on each major street frontage with exit and entrance - 1ft setback from property line³ 	<ul style="list-style-type: none"> - Freestanding: <u>Area</u>: 80ft² <u>Height</u>: 15ft - Monument: <u>Area</u>: 120ft² <u>Height</u>: 15ft 	<ul style="list-style-type: none"> - Internal or external
Portable	<ul style="list-style-type: none"> - May not impede pedestrian traffic 	<ul style="list-style-type: none"> - 1 per business - May be located within ROW⁴ 	<ul style="list-style-type: none"> - <u>Area</u>: 24ft² - <u>Height</u>: 6ft² 	<ul style="list-style-type: none"> - As allowed by the Baker City Municipal Code
Projecting	<ul style="list-style-type: none"> - Projection from wall: no more than 12 inches, no less than 6 inches - May not project more than 4ft or 1/3 width of sidewalk, whichever is less 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - <u>Area</u>: 20ft² - <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 	<ul style="list-style-type: none"> - Internal, external, backlit or neon

Temporary (Non-Exempt)	<ul style="list-style-type: none"> - May not impede pedestrian traffic - May not be located in R-O-W - Erected for a period longer than 6 months - Building permit required - Has a sign area no greater than 24ft² 	<ul style="list-style-type: none"> - No limit 	<ul style="list-style-type: none"> - <u>Area</u>: 36ft², except banner signs which may be ≤ 200ft² - <u>Height</u>: 6ft 	<ul style="list-style-type: none"> - Not permitted
Wall ^{1,2} (Except those wall signs within the Freeway Overlay District. See Section and Table 3.5.080)	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - <u>Area</u>: 32ft² - <u>Height</u>: Equal to eaveline or bottom of second story window sill, whichever is lower 	<ul style="list-style-type: none"> - Internal, external, back-lit or neon
Window	<ul style="list-style-type: none"> - Electronic reader board signs with an area greater than 2ft² may not be used as window signs 	<ul style="list-style-type: none"> - No limit 	<ul style="list-style-type: none"> - <u>Area</u>: 1.5ft² per 1ft of building frontage or no more than 50% total window coverage, whichever is less 	<ul style="list-style-type: none"> - Internal or neon

¹ Painted Wall signs may increase sign area by 25%.

² When combination of wall and freestanding signs are used, total area for wall signs shall be reduced to 50% if all signage is orientated to same street frontage.

³ No sign abutting a residential zone shall be located within 70 feet of said property line

⁴ Signs allowed or permitted within the R-O-W must be approved by the Baker City Public Works Department.

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:

TABLE 3.5.080 – SIGNS IN FREEWAY OVERLAY DISTRICT				
	Restrictions & Guidelines	Number & Location	Maximum Area & Height	Permitted Illumination
Outdoor Advertising Sign <small>1, 2, 3</small>	<ul style="list-style-type: none"> - Conditional Use Permit from Planning Commission required prior to installation - Stacked signs shall not be permitted - Signs may be double-sided 	<ul style="list-style-type: none"> - Must be sited within 100ft of the freeway R-O-W - Minimum spacing between outdoor advertising signs on the same side of the freeway shall be 1,000ft - Setback from R-O-W a distance equal to sign height or 15ft, whichever is greater - 25ft setback from property line - 50ft setback from any building or structure - 1,000ft from any property line abutting a public park, playground, religious institution, cemetery, school, or residential zone - Not attached to any building - Not located on an utility easement - Not located on a bridge 	<i>Commercial and Industrial Zones:</i> <ul style="list-style-type: none"> - <u>Area:</u> 300ft² of display area - <u>Height:</u> Overall height 30ft measured from ground level below the sign 	<ul style="list-style-type: none"> - 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 - Light sources shall not be visible from any street or adjoining properties
Electronic Reader Board <small>1, 2, 3</small>	<ul style="list-style-type: none"> - Conditional Use Permit from Planning Commission required prior to installation - Text messages longer than the display shall not 	<ul style="list-style-type: none"> - 1 per 50ft of street frontage - 1ft setback from property line 	<ul style="list-style-type: none"> - <u>Area:</u> 50ft² - <u>Height:</u> 15ft 	<ul style="list-style-type: none"> - Internal, not to exceed 40 watts or 60 milliamps - Color and brightness of displays shall remain unchanged for a minimum of 5

	<p>contain any graphics and shall scroll in a consistent and predictable manner</p> <ul style="list-style-type: none"> - The appearance of movement is prohibited in signs visible from a state highway 			seconds
Free-standing^{1, 3}	<ul style="list-style-type: none"> - Stacking of signs is not permitted - May be double-sided - May not project into R-O-W 	<ul style="list-style-type: none"> - 1 free-standing sign per parcel, plus also eligible for: <ul style="list-style-type: none"> - One smaller detached sign meeting the requirements of the underlying land use zone. - Attached signs meeting the requirements of the underlying land use zone. - 1ft setback from property line - 200ft setback from residential zones 	<ul style="list-style-type: none"> - <u>Area</u>: 200ft² - <u>Height</u>: 65ft 	<ul style="list-style-type: none"> - Internal, external, backlit, neon or bare bulb
Wall^{1, 2, 3}	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 1 per tenant, oriented towards freeway 	<ul style="list-style-type: none"> - <u>Area</u>: 18% of wall area along freeway frontage 	<ul style="list-style-type: none"> - Internal, external, backlit or neon

¹ 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

² Painted Wall signs may increase sign area by 25%

³ All signs must adhere to relevant Oregon Department of Transportation (ODOT) regulations