



**City of Maupin**  
PO Box 308  
Maupin, OR 97037

Tel: 541-395-2698  
Fax: 541-395-2499

## SIGN PERMIT APPLICATION

FEE: *See City of Maupin Fee Schedule*

Applicant Information:	
<b>Applicant</b> _____	<b>Establishment:</b> _____
<b>Mailing Address</b> _____	
<b>Phone No.</b> _____	
Owner Information (if different from applicant)	
<b>Property Owner</b> _____	
<b>Mailing Address</b> _____	
<b>Phone No.</b> _____	
Property Information:	
<b>Sign Address:</b> _____	
<b>Zone:</b>	<b>Residential</b> [ ] <b>Open Space</b> [ ]
	<b>General Commercial</b> [ ] <b>Recreational Commercial</b> [ ] <b>Industrial</b> [ ]
<b>City Lot No(s)</b> _____	<b>Block No.</b> _____
<b>Township</b> _____	<b>Range</b> _____
<b>Section</b> _____	<b>Tax Lot No.</b> _____
<b>Lineal Feet of Frontage</b> _____	
<b>Lineal Feet of Side Street Frontage (if corner lot)</b> _____	
<b>Is this a Business Complex or Business Enterprise?</b> Yes [ ]    No [ ]	
<b>Professional Designer or Sign Manufacturer</b>	
<b>Name</b> _____	
<b>Address</b> _____	
<b>Phone No.</b> _____	

SIGN TYPE

- Wall                      Size \_\_\_\_\_ x \_\_\_\_\_      Building Façade Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Additional Wall          Size \_\_\_\_\_ x \_\_\_\_\_      Building Façade Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Window                    Size \_\_\_\_\_ x \_\_\_\_\_      Window Dimensions \_\_\_\_\_ x \_\_\_\_\_
- Roof                        Size \_\_\_\_\_ x \_\_\_\_\_      Clearance \_\_\_\_\_      Height \_\_\_\_\_
- Existing wall signs on the same façade      Size \_\_\_\_\_ x \_\_\_\_\_
- Ground Mounted/Freestanding              Size \_\_\_\_\_ x \_\_\_\_\_      Height \_\_\_\_\_
- Portable/Sandwich Board      Size \_\_\_\_\_ x \_\_\_\_\_
- Projecting/Hanging/Flexible      Size \_\_\_\_\_ x \_\_\_\_\_      Clearance \_\_\_\_\_
- Marquee/Awning/Canopy      Size \_\_\_\_\_ x \_\_\_\_\_      Clearance \_\_\_\_\_
- Residential Development      Size \_\_\_\_\_ x \_\_\_\_\_      Height \_\_\_\_\_
- Community Entry
- Other, Please describe \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF SIGNAGE PROPOSED & EXISTING: \_\_\_\_\_

If temporary sign, specify dates for placement \_\_\_\_\_ to \_\_\_\_\_

**ATTACH A SCALE DRAWING OF THE SIGN AND PLOT PLAN TO INCLUDE:**

Face view elevation of proposed sign.

Elevation showing proposed installation.

Plan view showing location of proposed installation in relation to the building and property boundary lines.

Engineering drawing and specifications, or other documentation showing compliance with the anchorage requirements of the Uniform Sign Code, construction and installation requirement of the Uniform Building Code and Oregon Electrical Specialty Code, where applicable.

Sign lettering, sign colors, construction materials and any lighting proposed.

Business Complexes or Business Enterprises shall also attach an integrated signage plan.

**NO SIGN SHALL BE ERECTED UNLESS IT CONFORMS TO THE PROVISIONS OF MAUPIN SIGN ORDINANCE NO. 276. A copy of this Ordinance is attached for reference.**

**I/We hereby agree to install signage to the above description, Maupin Sign Ordinance No. 276 and all laws pertaining to such installation.**

**Signatures:**

**Applicant(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

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

**LOCAL GOVERNMENT INFORMATION/APPROVAL**

**OFFICE:**

**Date Application Filed:** \_\_\_\_\_

**Date Fee Paid:** \_\_\_\_\_

\*\*\*\*\*

**ZONING ORDINANCE ADMINISTRATOR:**

**Date Application deemed complete:** \_\_\_\_\_

**Application**  **Approved as submitted**

**Approved with condition** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Referred to Maupin Planning Commission**

**Denied**

**Signed:** \_\_\_\_\_

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

Maupin Planning Commission:

**Application**  **Approved as submitted**

**Approved with condition** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Denied**

**Signed:** \_\_\_\_\_

Planning Commission Chair

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