



CITY OF BEAVERTON
 Community Development Department
 Planning Division
 12725 SW Millikan Way
 PO Box 4755
 Beaverton, OR. 97076
 Tel: (503) 526-2420
 Fax: (503) 526-2550
www.BeavertonOregon.gov

<i>FOR OFFICE USE ONLY</i>	
PERMIT #:	_____
DATE SUBMITTED:	RECEIVED BY: _____
FEE PAID:	CHECK/CASH/CREDIT: _____

WALL / FREESTANDING SIGN APPLICATION

PROPERTY OWNER(S) OR MANAGER(S): Check box if Primary Contact

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

Note: Property owner signature or person legally able to sign the application on behalf of the property owner is required. A copy/scan of required signatures is acceptable. Be advised: A copy of this application, as signed, will be sent to the property owner.

BUSINESS OWNER OR TENANT: Check box if Primary Contact

COMPANY: _____ METRO OR BUSINESS LICENSE # _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

Sign Company may sign the application on behalf of Business Owner/Tenant, but must have the business owner or tenant's consent to submit the Sign Application. The Sign Company, in signing this form, attests to this consent.

SIGN COMPANY: Check box if Primary Contact

COMPANY: _____ METRO OR BUSINESS LICENSE # _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

PROPERTY INFORMATION (REQUIRED)

PROPOSED SITE ADDRESS: _____

WASHINGTON COUNTY TAX LOT #: _____

NAME OF BUILDING OR SHOPPING CENTER: _____

NUMBER OF PROPOSED WALL/BLADE SIGNS: _____ NUMBER OF PROPOSED FREESTANDING SIGNS: _____

ZONE: _____ SIGN INVENTORY ON FILE? YES / NO

SUBMITTAL REQUIREMENTS

- Attach two (2) copies of each of the following (Only one copy of the application itself is necessary).**
All plans must be to scale and fully dimensioned. Maximum submittal size is 11X17. Or email complete submittal to planningplansubmit@beavertonoregon.gov. A [Credit Card Authorization Form](#) can be faxed to (503) 526-2550.

- Sign Inventory:**
 - All applications must include a complete inventory of all existing wall/blade/awning signs on the building, unless one is on file with the city. Please use the Wall Sign Inventory on the next page or the Excel version at this link [Sign Inventory Excel Template](#). If completing the Excel Template, please email to planningplansubmit@beavertonoregon.gov.
 - Please call (503) 526-2420 or email staff to determine if there is an existing sign inventory on file.

- Close-Up Sign Rendering:**
 - Length and height of the sign and individual letters
 - Indicate if sign is to be illuminated and method of illumination
 - For Electronic Message Centers (EMC)
 - Ratio of EMC to total sign area (as a percentage)
 - Brightness, intensity and duration of message information

- Site Plan:**
 - (A clear aerial photograph is acceptable)** Depict the entire lot and show the sign location in relation to: adjacent buildings, parking spaces, driveways, landscaped areas, property lines, rights-of-way
 - Show the locations of all existing free-standing and projecting signs on the lot. (If applicable)
 - Detail all Site Clearance Areas (Freestanding Signs Only) (See graphic on the last page of this application)

- Wall Elevations: (For Wall Signs Only)**
 - Locations of the proposed signs showing dimensioned height on wall.

APPLICATION INSTRUCTIONS

NAME ADDRESS & INFORMATION: Please use current mailing address in all cases. A Business License Number must be shown for the Business Owner and Sign Company. Business licenses are purchased from the City's Finance Department.

PROPOSED WALL SIGNS: The total signage area allowed for exterior building walls shall be determined by measuring the exterior wall length and the exterior wall height of the Primary Building Wall. Wall height, for calculation purposes, height may not exceed 25 feet. Wall area is then multiplied by twenty percent (20%). The resulting product represents the cumulative maximum face area allowed for all signs on the subject building. Signs may be placed on any elevation. The maximum face area of any one wall sign is 120 square feet. Refer to BDC Section 60.40.35.1.

WALL HEIGHT: The maximum height which may be used for calculating wall area is 25 feet. For buildings less than 25 feet in height, use the actual height of the building in the wall area calculation. For buildings over 25 feet in height, use 25 feet in the wall area calculation. Refer to BDC Section 60.40.35.1.C.

PROPOSED PROJECTING SIGNS: Projecting Signs are allowed, but with some limitations. Projecting signs can either be counted as a wall sign or a freestanding sign depending on the circumstances. Please review the City's sign regulations within the Development Code to determine height and size limits for the sign location. Refer to BDC Section 60.40.35.3-4.

PROPOSED FREE-STANDING: Please review the City's sign regulations within the Development Code to determine height and size limits for the sign location. Measure the overall sign height from the ground level to the top edge of the sign. When measuring the sign face include any frame width or margin into the size. Refer to BDC Section 60.40.35.5.

INDIVIDUAL WALL SIGN INFORMATION

FILE #: _____	FILE #: _____
<p>PROPOSED WALL SIGN #1</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Blade <input type="checkbox"/> Awning <input type="checkbox"/> Projecting Sign in Lieu of Freestanding Sign </div>	<p>PROPOSED WALL SIGN #2</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Blade <input type="checkbox"/> Awning <input type="checkbox"/> Projecting Sign in Lieu of Freestanding Sign </div>
FILE #: _____	FILE #: _____
<p>PROPOSED WALL SIGN #3</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Blade <input type="checkbox"/> Awning <input type="checkbox"/> Projecting Sign in Lieu of Freestanding Sign </div>	<p>PROPOSED WALL SIGN #4</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Blade <input type="checkbox"/> Awning <input type="checkbox"/> Projecting Sign in Lieu of Freestanding Sign </div>
FILE #: _____	FILE #: _____
<p>PROPOSED WALL SIGN #5</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Blade <input type="checkbox"/> Awning <input type="checkbox"/> Projecting Sign in Lieu of Freestanding Sign </div>	<p>PROPOSED WALL SIGN #6</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Blade <input type="checkbox"/> Awning <input type="checkbox"/> Projecting Sign in Lieu of Freestanding Sign </div>

FREE STANDING SIGN INFORMATION

FILE #: _____	FILE #: _____
<p>PROPOSED FREESTANDING SIGN #1</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____ EMC %: _____</p> <p>Total Height _____ Pole Width _____</p> <p>Projecting Sign Length (if applicable): _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> EMC <input type="checkbox"/> Projecting <input type="checkbox"/> Monument </div>	<p>PROPOSED FREESTANDING SIGN #2</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____ EMC %: _____</p> <p>Total Height _____ Pole Width _____</p> <p>Projecting Sign Length (if applicable): _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> EMC <input type="checkbox"/> Projecting <input type="checkbox"/> Monument </div>
FILE #: _____	FILE #: _____
<p>PROPOSED FREESTANDING SIGN #3</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____ EMC %: _____</p> <p>Total Height _____ Pole Width _____</p> <p>Projecting Sign Length (if applicable): _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> EMC <input type="checkbox"/> Projecting <input type="checkbox"/> Monument </div>	<p>PROPOSED FREESTANDING SIGN #4</p> <p>Sign Wordage: _____</p> <p>Sign Size: Height: _____ Length: _____</p> <p>Sign Area Square Footage: _____ EMC %: _____</p> <p>Total Height _____ Pole Width _____</p> <p>Projecting Sign Length (if applicable): _____</p> <p>SIGN DETAILS (CHECK ALL THAT APPLY)</p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Indirect Illumination <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> EMC <input type="checkbox"/> Projecting <input type="checkbox"/> Monument </div>

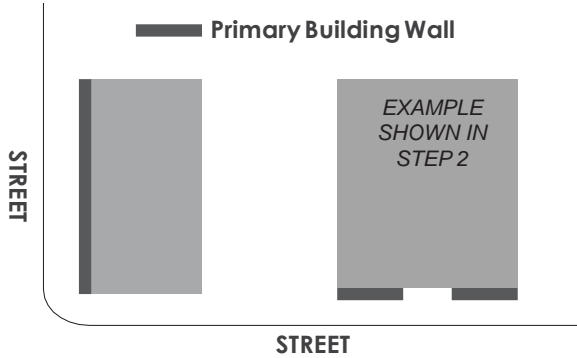
- Total number of Signs within 200 lineal feet of proposed sign: _____
- Total number of existing freestanding signs: _____
- When Combining Freestanding Signs - Combined site street frontage (All ROW's): _____ feet

HOW TO CALCULATE WALL SIGNAGE

FOR ALL BUILDING TYPES

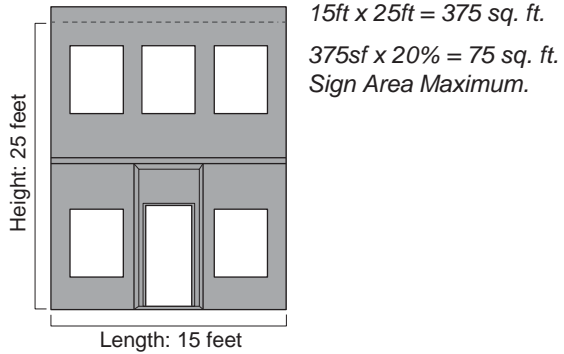
Step 1

Determine which side is your Primary Building Wall (see definition in Chapter 90 of the City of Beaverton Sign Ordinance; and below)



Step 2

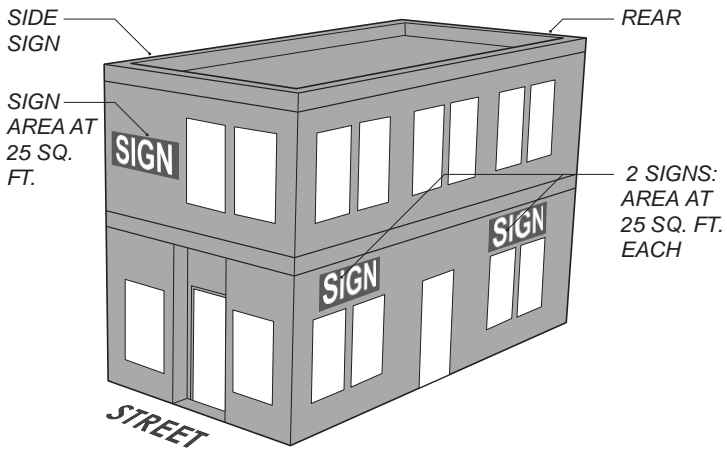
- a. Find the Primary Building Wall area by multiplying building length times height (up to 25 feet high height)
- b. Multiply the total by 20%. This is your total allowed sign area.



Step 3

The maximum sign area may be allocated to other building walls, so long as the total area of all signs does not exceed the maximum calculated in Step 2.

*Front + Rear + Side + Side ≤ Sign Area Max.
(20% of Primary Building Wall)*



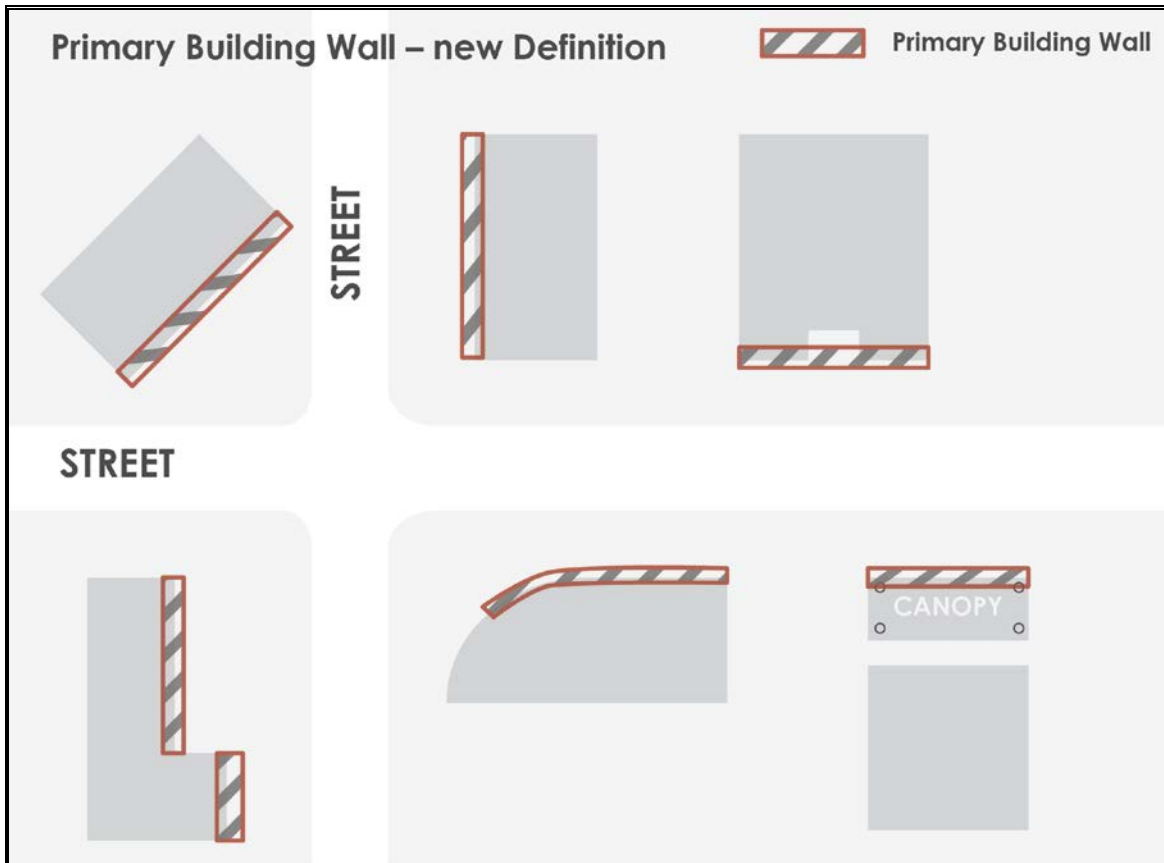
**Example in Step 3 shows three signs. One sign is attached to the primary building wall. The other two signs are attached to one side of the same building. Total cumulative sign area is 75 square feet.*

Other Relevant Standards to Consider

- Maximum face area of any one wall sign is limited to 120 sq. ft.
- Wall signs may be located on any portion of the exterior wall that is up to 25 feet above ground level.
- For exterior wall that are higher than 25 feet, up to 25% of the total allowed wall sign area may be located above 25 feet.

The instructions above are not intended to replace the regulations found in the City Development Code. Refer to BDC Section 60.40 for a complete copy of the city's sign regulations. A copy of the sign regulations are available on the City web site (www.beavertonoregon.gov). Any conditions of approval will be shown on the permit issued by the City. Staff from the Beaverton Planning Division are available to answer any questions.

Primary Building Wall: For the purpose of calculating the maximum sign area, the primary building wall is the length of a single building wall positioned to face the frontage of a street. For buildings located along two or more streets, the primary building wall is the longest street-facing building façade. For curvilinear and varied building walls, the following graphic is provided as a guide for applying the definition:



SIGHT CLEARANCE AREAS: Sight Clearance Areas must be determined for each free-standing sign permit. These areas will show where a sign face could be located if it were at an elevation of between 3 and 10 feet in height. The minimum sight clearance area shall be a triangular area measuring a minimum of 15 feet along the right-of-way or private access, as shown in the following diagram.

