

**CITY OF TROUTDALE TYPE I SIGN REVIEW
APPROVAL REQUIRED BEFORE APPLYING FOR BUILDING AND ELECTRICAL
PERMITS**

**Submit the application to the City of Troutdale Senior Planner
2200 SW 18th Way, Troutdale, Oregon 97060**

1. Sign standards (dimensions and placement) are found in Chapter 10 of the Troutdale Development. The zoning and use of the property determine what sign types are allowed.
2. Submit a completed sign permit application form. The property owner must either sign the application form or submit a letter giving the applicant authorization to apply for the signage.
3. Submit two sets of plans with the application:
 - A. Wall signs. Show the entire elevation of the wall the sign will be mounted on. Calculate the gross wall area. Calculate the area of all existing wall signs on that same wall. Provide all that information with the application. Three dimensions of the sign are required: height, width and protrusion from the wall. The area of signs comprised of individual letters is determined by drawing an imaginary rectangle around the entire words. Irregular shaped logos shall have the area quantified on the plans.
 - B. Freestanding and master signs. Measure the height from the adjacent grade. Show the outer dimension of the sign panel. The City also applies these standards to monument sign applications. Except as otherwise provided in Chapter 10 of the TDC, all signs shall comply with the building setback requirements of the underlying zoning district. The setback requirements for a freestanding sign shall be measured from the signboard. Show abutting streets, points of ingress and egress with widths, and all existing signs. Plot plan should indicate location of proposed sign(s) in relation to the clear vision triangle, if applicable (on a corner lot or near the driveway). Freestanding signs must be located outside of the clear vision area at the intersection of two streets or driveways and streets. See TDC Chapter 5.040, Clear Vision Areas, for corner lots and signs near driveways. The property lines must be shown as accurately as possible, accounting for the entire right-of-way width of the abutting roadway, not just the asphalted area. The sign cannot be in the right-of-way. Building permits are required and design drawings must be submitted if over six feet in height.
 - C. Freeway signs. Maximum height is measured from the nearest adjacent grade of the travel lane of the I-84 freeway. Plans are to show the certified elevation of the freeway. Show abutting streets, points of ingress and egress with widths, and all existing signs. Plot plan should indicate location of proposed sign(s) in relation to the clear vision triangle, if applicable (on a corner lot or near the driveway). The property lines must be shown as accurately as possible, accounting for the entire right-of-way width of the abutting roadway, not just the asphalted area. The sign cannot be in the right-of-way. Building and electrical permits are required. Design sign to 110 mph wind loads.
 - D. Lighting. Specify if the sign is lighted internally or externally. If lighted externally (by a wall-mounted light) additional information is required: contact the Senior Planner at (503) 674-7228.



CITY OF TROUTDALE
COMMUNITY DEVELOPMENT DEPARTMENT
2200 SW 18TH Way, Troutdale, OR 97060
Phone (503) 665-5175 Fax (503) 667-0524

File No.: _____
 Date Rec'd.: _____
 Fee Paid: \$ _____
 Receipt #: _____

SIGN APPLICATION

TYPE OF SIGN: _____	NUMBER OF SIGNS: _____
SIGN DIMENSIONS: AREA _____	HEIGHT _____
TEMPORARY _____	DATE(S) SIGN WILL BE DISPLAYED: _____
PERMANENT _____	SIGN VALUE _____
ILLUMINATION: INTERNAL _____	EXTERNAL _____ NONE _____
WEIGHT (WALL SIGN): LESS THAN 20# _____	MORE THAN 20# _____

Please print or type the information below

Business or Event Name: _____

Location or Address: _____

Site Use: _____

Tax Map/Tax Lot Number: _____ Zoning: _____

Request: _____

APPLICANT

OWNER(S)/PROPERTY MANAGER

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ State: _____

City: _____ State: _____

Zip: _____ Phone: _____

Zip: _____ Phone: _____

Signature: _____

Signature: _____

Date: _____

Date: _____