



THE CITY OF
TROUTDALE
OREGON
EST. 1907

Sign Permit Application Instructions

Apply online: [troutdaleoreogn.gov/css](http://troutdaleoregon.gov/css)

APPLICATION SUBMITTAL: To submit a Sign Permit application, you must create an account on the city's **Citizen Self Service (CSS) Portal** at [troutdaleoreogn.gov/css](http://troutdaleoregon.gov/css)

FEES: The applicant shall submit the required Sign Permit fee at the time of applying. Additional fees will be charged for Building Permits if they are needed for sign installation.

SUBMITTAL REQUIREMENTS:

The application fee and at least one copy of the following information must be submitted via the online Self Service Portal. All plan sets should be PDFs that scale to print on 11" x 17" sheets.

1. A completed Land Use Application Cover Sheet with all property owners listed
2. A completed Sign Permit Application
3. Plan Sets that meet the requirements in Troutdale Development Code, [Chapter 10, Signs](#)

Questions: If you have any questions, please contact the Troutdale Planning Department at
Phone: 503-674-7272 Email: comdev@troutdaleoregon.gov



Land Use Application Cover Sheet

Project Name:

Date:

SITE INFORMATION

Street Address(es):

Troutdale, OR 97060

Tax Lot & Map Number(s):

Existing Structure / Use:

Existing Zoning Designation:

Size of Property(ies):

SUMMARY OF REQUEST

Provide a brief summary of the request:

Proposed No. of Phases:

Any Adjustments/Variances Requested?

CONTACT INFORMATION

The applicant is considered the **primary contact**. Please list any additional contacts in a narrative or on a separate sheet.

Applicant

Current Property Owner

(if not the Applicant)

Name:

Company:

Mailing Address:

Primary Phone #

☐ cell ☐ office

☐ cell ☐ home/office

Email:

AUTHORIZING SIGNATURES

I am the owner/authorized agent, empowered to submit this application, and affirm that the information submitted with it is correct to the best of my knowledge. I further acknowledge that I have read the applicable standards for review of the land use application, and I am requesting and understand that I MUST DEMONSTRATE to the city review authority compliance with these standards prior to approval of my request.

Applicant's Signature

Date

Owner's Signature

Date

WHAT ARE YOU APPLYING FOR? Check all boxes that apply to this project. The *Fee Schedule* is on the back of this form

☐ Annexation

☐ Conditional Use Permit

☐ Director Interpretation

☐ Flood Hazard Permit

☐ Historic Landmark

☐ Lot Line Adjustment

☐ Lot Consolidation

☐ Middle Housing Land
Division

☐ Modification to an
Approved Site Plan

☐ Partition # of lots _____

☐ Planned Unit Development

☐ Pre-Application Meeting

☐ ROW Vacation

☐ Subdivision # of lots _____

☐ Sign Permit

☐ Site Development Review

☐ Text Amendment

☐ Variance

☐ Zone Change

Other (please specify):

CATEGORY	TYPE	APPLICATION	FEE
Amendments	IV	Annexation (includes map amendments)	\$3,200
	IV	Map Amendment - Comprehensive Land Use Plan Map	\$1,600
	IV	Map Amendment - Zoning District Map	\$1,600
	IV	Text Amendment - Code or Comprehensive Land Use Plan	\$3,200
Appeals	IV	Appeal to City Council of a Type III Decision	\$1,600
	III	Appeal to Planning Commission of a Type I or II Decision (per ORS)	\$250
Land Division	I	Lot Line Adjustment	\$200
	II	Partition (2 or 3 lots) - Preliminary Review	\$800
	I	Partition (2 or 3 lots) - Final Review	\$400
	III	Subdivision (4 or more lots) - Preliminary Review	\$1,600 + \$100/lot
	I	Subdivision (4 or more lots) - Final Review	\$800
	IV	Vacation of Right-of-Way	\$3,200
Non-Conformities	II	Expansion of Non-Conforming Use - Minor	\$400
	III	Expansion of Non-Conforming Use - Major	\$800
	II	Expansion of Non-Conforming Structure/Development	\$400
Overlays	III	Aggregate Resource	\$1,600
	III	Historic Landmarks - All Actions	\$800
	III	Planned Unit Development	\$1,600
Permits	III	Conditional Use Permit	\$800
	I	Flood Hazard Permit - Type I	\$200
	II	Flood Hazard Permit - Type II	\$400
	III	Flood Hazard Permit - Type III	\$800
	I	Sign Permit	\$100
Reviews	-	Compliance Review	\$100
	I	Site Development Review - Type I	\$200
	II	Site Development Review - Type II	\$400 + 0.1% val
	I	Temporary Structure - New	\$200
	II	Temporary Structure - Renewal	\$400
Variances	I	Variance - Type I	\$100
	II	Variance - Type II	\$400
	III	Variance - Type III	\$800
Staff Actions <i>no fees charged for Troutdale residents</i>	II	Director's Interpretation	\$400
	-	Zoning Verification - Custom	\$200
	-	Zoning Verification - Standard	\$100
Other Actions	-	Pre-Application Meeting	\$400
	I	Type I Review - Unlisted	\$200
	II	Type II Review - Unlisted	\$400
	III	Type III Review - Unlisted	\$800
	IV	Type IV Review - Unlisted	\$1,600



Sign Permit Application

SIGN SUBMITTAL REQUIREMENTS UPLOADED TO CSS PORTAL

1. A completed Land Use Cover Sheet
2. This completed Sign Permit Application
3. Site Plan: Drawn to scale with dimensions of site, abutting streets, existing and proposed buildings, and ALL existing signs. The site plan should indicate the location of proposed signs.
4. Elevation Drawings: Indicating dimensions, colors, materials, attaching hardware, and graphics of proposed sign(s). Including measurements of wall(s) is necessary when signs are proposed to be wall-mounted.
5. Sign Permit Fee
 - a. Permanent Sign \$100.00
 - b. Temporary Sign (One Time) \$50.00
 - c. Temporary Sign (Annual) \$100.00

REQUIRED SIGN INFORMATION

Please select the type of sign(s) you are applying for and fill out the corresponding information.

Permanent Signs		# Signs	Illuminated (1)	Weight (2)	Dimensions	
☐ Wall	a sign attached to/painted on a bldg. (up to 10% of a façade)		☐ yes ☐ no	lb	façade area:	sq ft
					sign area:	sq ft
☐ Awning	lettering/logos on awning (up to 10% of awning area)		not applicable	not applicable	awning area:	sq ft
					sign area:	sq ft
☐ Freestanding	a sign on a support structure unattached to a building		☐ yes ☐ no	lb	sign area:	sq ft
					height (3):	ft
☐ Freeway	a tall sign within 800 ft south / 1,000 ft north of I-84 median		☐ yes ☐ no	lb	sign area:	sq ft
					height (3):	ft
☐ Monument	a sign set on the ground at the entrance to a subdivision		☐ yes ☐ no	lb	sign area:	sq ft
					height (3):	ft
☐ Other			☐ yes ☐ no	lb		

Temporary Signs		# Signs	Restrictions		Notes
☐ Portable	a sign that is easily movable and is not affixed to ground		may be displayed during open hours	must be stowed away when closed	(1) If a sign is to be illuminated, an electrical permit may be required
☐ Sales Event	for non-residential sales events (banner or freestanding)		up to 60 days over a 12 month period	must be located on the property	(2) If the weight of a sign exceeds 20 pounds, a building permit is required
☐ Other			must be located on the property		(3) Height is defined as the vertical distance from grade to the highest point of the sign or sign structure