



**Planning and Zoning**  
**Department of Transportation and Development**  
 Development Services Building  
 150 Beaver Creek Road | Oregon City, OR 97045  
 503-742-4500 | zoninginfo@clackamas.us  
 www.clackamas.us/planning

**STAFF USE ONLY**

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Staff Initials: \_\_\_\_\_ File Number: \_\_\_\_\_

Request for approval of:

# SIGN WITHOUT A BUILDING PERMIT

**Fee: \$135**

APPLICANT INFORMATION			
Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than requestor):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL
Brief description of proposal:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
All tax lots comprising subject lot of record (map and tax lot #):		Total land area:
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Adjacent properties under same ownership:		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		

<b><i>I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.</i></b>	
Applicant signature: _____	Date: _____

## A. Review applicable land use rules:

All signs, including signs that do not require a Building Permit, are subject to [Section 1010, Signs](#) of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

They are also subject to the ZDO's definitions and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

## B. Turn in all of the following:

- Complete application form**
- Processing fee:** The cost of this request is **\$135**. Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional 2.55% card processing fee using the [Credit Card Authorization Form](#) available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted [Fee Schedule](#) for refund policies.
- Site plan:** Provide a site plan (also called a plot plan). A [Site Plan Sample](#) is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):
  - Lot lines, lot/parcel numbers, and acreage/square footage of lots;
  - Contiguous properties under the same ownership and contiguous properties that are part of the same development or complex;
  - All existing and proposed structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions;
  - Location of all existing and proposed monument, pole, and building signs;
  - Setbacks of all structures, including signs, from lot lines and easements;
  - Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc.); and
  - Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).
- Sign elevation diagrams:** Attach drawings of all existing and proposed signs. Include all dimensions of each sign, including their height, length, and total area.

## C. Describe the sign's purpose and features:

In the box below, describe the uses (e.g. commercial, residential, recreational) the sign will be associated with. Explain if the sign will be animated, illuminated, or portable, or have changeable copy. Attach additional pages, if necessary.



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FOR STAFF USE ONLY		
<b>APPROVAL</b> <i>of a Sign without a Building Permit</i>		
Applicant name:	File number:	
Site address:		
<p>I have reviewed the sign proposed in the file number referenced above, for the site referenced above. The specific subsection(s) of Zoning Development Ordinance (ZDO) Section 1010, <i>Signs</i> that apply to the proposal are:</p> <p style="text-align: center;">ZDO Subsection(s): _____</p> <p>A copy of the ZDO subsection(s) is attached and identify the standards to which the sign <b>must comply</b>. The proposed sign is approved, subject to these standards and all other applicable provisions of the ZDO.</p> <p>This approval concerns only the zoning standards that apply to the proposed sign and does not serve to verify that the proposed sign does not require a building permit. To confirm that a building permit is not required, contact the Building Codes Division at <a href="mailto:bldservice@clackamas.us">bldservice@clackamas.us</a></p> <p>Additional approval notes:</p>		
Staff person name:	Staff person signature:	Date:

## FAQs

### **When is approval of a sign without a Building Permit required?**

Planning and Zoning reviews a proposed sign's compliance with applicable provisions of the Zoning and Development Ordinance (ZDO), including ZDO [Section 1010, Signs](#), when it reviews a Building Permit application required by the Building Codes Division. When no Building Permit is required for a proposed sign, you must make a request for approval of the sign using this request form for a Sign without a Building Permit.

### **How long will it take the County to process my request for approval of a Sign without a Building Permit?**

The County makes every effort to issue approval of such requests within two weeks (14 days) of receiving a complete request form and associated documentation.

### **If a request is submitted and then withdrawn, will a refund be given?**

If a submitted request is withdrawn before a decision is issued, 75% of the application fee paid will be refunded. No refund will be given after a decision is issued.

### **Who can help answer additional questions?**

For questions about the County's land use regulations and this request form, contact Planning and Zoning at **503-742-4500** or [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us). You can also find information online at the Planning and Zoning website: [www.clackamas.us/planning](http://www.clackamas.us/planning).

*Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or [drenhard@clackamas.us](mailto:drenhard@clackamas.us).*

**503-742-4545:** ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?  
翻译或口译? | Cán Biên dịch hoặc Phiên dịch? | 번역 또는 통역?