



CITY OF COBURG PLANNING Sign Permit Application Requirements

Application for a Sign Permit shall be on a form prescribed by the Planning Commission and submitted to that office by any person(s) with a legal interest in the property. The application shall include the following:

- Completed Land Use Planning Application form and filing fee
- 12 copies** of a written explanation of the intent, stating the nature and proposed use of the development, pertinent background information and other information that may have a bearing in determining the action to be taken, including but not limited to: location and dimensions of existing signs on site and on buildings,
- Evidence that the property affected by the application is in exclusive ownership of the applicant or that the applicant has the consent of all partners in ownership of the affected property
- Legal description and assessor parcel maps(s) of the property affected by the application.
- 12 copies** of Engineering/Design plans for the sign, including dimensions, materials, color, letter height and width, illumination, sign height, pole height, etc.
- 12 copies** of a Site plan (to scale) showing planned location of the sign relative to buildings, overhead and underground utility lines, easements, septic tank and drainfield areas, wetlands, drainage ways, irrigation canals or streams, curbs, parking and storage areas, landscaping, public and private streets and sidewalks, other signs on site, and adjacent uses and any other pertinent information deemed necessary for approval of the application. **12 copies**
- Names and addresses of adjacent property owners within 100 feet of the site

Planning Commission Review

Oregon State Law requires that the public be given notice of the proposed activity and have a 14-day window of opportunity to comment on the proposal. Notice of the pending decision will be sent to property owners within 100 feet of the property.

During the comment period, staff will review the proposal. The development proposal will then be reviewed by the Planning Commission at its next scheduled meeting. The Planning Commission may (1) make a decision at that meeting, (2) continue their deliberation to a subsequent meeting, or, if they deem it is warranted, (3) decide to schedule a Public Hearing on the proposal. The Planning Commission will issue a Final Order, in which there will be a 15-day appeal period to which the decision may be appealed to the City Council. The applicant will receive notification of the Planning Commission through the mail.

PLEASE NOTE: A separate building and/or electrical permit will be needed before construction. Contact City Hall for more information. **QUESTIONS? Call Coburg City Hall (541) 682-7850**