



SIGN ZONING PERMIT APPLICATION INSTRUCTION & INFORMATION SHEET

PURPOSE OF A SIGN ZONING PERMIT APPLICATION: As required within Section 2.308 of the Keizer Development Code, no property owner, lessee, or contractor shall construct or install any new sign, or alter any existing sign without first submitting and obtaining a sign zoning permit application for zoning approval by the City of Keizer. This approval **DOES NOT** include electrical, mechanical, or structural building permit approval. The property owner / applicant is responsible for ensuring that all applicable permits have been approved and any additional requirements have been met.

APPLICATION SUBMITTAL REQUIREMENTS: All of the following items must be provided at the time the application is submitted. If any item is missing, the application may not be accepted for processing. Please complete the application carefully and accurately. Applications can be submitted by email to Planning@keizer.org. If there are any questions regarding the application or application requirements, call the City of Keizer Planning Department at (503) 856-3441.

The following is a list of the items, which must be submitted in addition to the application form:

- a. A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information).
- b. A drawing of the location of the sign on the building, along with a SCALED plot plan of the parcel and buildings showing the proposed location of the sign on the parcel relative to existing or proposed structures. **If there are any existing signs on the property, please provide information on the size and location of the existing signs.**

It is important not to locate the sign on a neighboring property or in the public right-of-way. The street front property line may or may not be located at the back of the curb or the back of the existing sidewalk adjoining the street. The property owner/applicant installing the sign is responsible for determining the location of property lines. The County Assessor’s Office and the County Surveyor’s Office may have maps available, which may be of assistance in locating your property lines. You may need to refer to your deed, recorded surveys, or have a private surveyor locate the property lines.

- c. Submittals of the applicable permit application-processing fee. Fees are determined upon the total size of the sign for which a permit is being requested. Permit fees are as follows:

0 - 35 Sq Ft.....	\$119.00
36 - 60 Sq Ft.....	\$152.00
61 - 100 Sq Ft.....	\$193.00
101 - 150 Sq Ft.....	\$239.00

NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED SITE PLAN

ADDITIONAL PERMITS AND REQUIREMENTS: Submittal and approval of the Sign Zoning Permit Application does not relieve the property owner / applicant from meeting any other building or zoning ordinance requirements. Free standing (pole signs), projecting wall signs, and electrically illuminated signs may require an electrical, and/or structural building permit. To obtain a building permit you must apply at the City of Keizer, Building Department, 930 Chemawa Road NE, Keizer. Electrical permits can be obtained either at the City of Keizer or Marion County Building Inspection Division located at 5155 Silverton Rd NE, Salem. It is the responsibility of the property owner / applicant to contact Marion County Building Inspection at (503) 588-5147 or the City of Keizer, Planning Department (503) 856-3441 to determine if such a permit is required.

Additional Keizer Zoning Ordinance requirements, which may apply to sign approval, include:

Section 2.312.09 – Vision Clearance Requirements

Section 2.312.04 – Special Street Setbacks

Any questions on the above additional requirements may be directed to the Keizer Planning Department at (503) 856-3441.



SIGN PERMIT APPLICATION

SUBMITTAL REQUIREMENTS

- ✓ A complete Sign permit Application
- ✓ A site plan is required and shall contain the following information:
- ✓ A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information)

APPLICANT AND PROPERTY OWNER INFORMATION

Sign Location _____

Name of Business _____

Sign Installer License (if illuminated _____
(Limited Journeyman Sign Electrical)

Applicant Information (Installer)

Sign Owner Information:

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Fax _____

Fax _____

Email _____

Email _____

APPLICANT AND/OR PROPERTY OWNER SIGNATURES: I agree to install the proposed sign according to the submitted site plan and the requirements of the Keizer Zoning Ordinance. All of the information provided in this application is true to the best of my knowledge. In addition, I agree to comply with any and all additional requirements, including but not limited to applying and receiving an electrical, mechanical, or structural building permit if so required from Marion County Building Inspection.

Applicant/Owner: _____

Date: _____

