



SIGN PERMIT - TEMPORARY DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
devservices@klamathfalls.city

Permit Expires: _____

Applicant Information

File No.: _____

Business Name: _____ City Business License No.: _____

Business Email: _____ Phone: _____

Applicant Name: _____ City Business License No.: _____

Applicant Email: _____ Phone: _____

Property Owner: _____ Owner Signature: _____

Property and Building Information

Site Address: _____

Map & Tax Lot Number: _____ Zone: _____ Building Height: _____

Building/Storefront Length (ft): Front: _____ Side(s): _____ Rear: _____

Street Frontage (ft): Front: _____ Side(s): _____ Rear: _____

Sign Information

A diagram of the sign and building face/sign structure AND site plan is required for review.

Sign Type(s)

- Banner (wall) - Feather Banner - Other Building - Other Freestanding

Banner/Other Building Sign Properties

Sign Face(s): _____ Height: _____ Width: _____ Total Area: _____ Percent of Wall Area: _____

Feather Banner/Other Freestanding Sign Properties

Sign Face(s): _____ Height: _____ Width: _____ Sign Structure: _____ Height: _____ Width: _____

Total Area (sq ft): _____ Setbacks* (ft): Front: _____ Sides: _____ Rear: _____

*Note: Setbacks are measured from property lines, not sidewalks. The City recommends hiring a surveyor to determine accurate property lines.

Dates Requested

No more than 4 non-consecutive, 30-day periods within one calendar year.

1) _____ 2) _____

3) _____ 4) _____

CONDITIONS AND FEES (for official use only):

Fee (\$75): _____ Date Paid: _____

Total cumulative temporary sign permits per site per calendar year may not exceed 4. Total with proposed: _____

All existing banner, feather banner, and other temporary signs without active temporary permits must be removed.

Other _____

↓ THIS PERMIT ONLY VALID WITH COMPLETE SIGNATURES ↓

Authorized Representative: _____ Date: _____

City Planning Division: _____ Date: _____

TEMPORARY SIGNS MUST BE REMOVED NO LATER THAN _____

Required Submittals

- A legible site plan, including adjacent streets, exact location of proposed sign(s), setbacks, and all existing signs.
- A diagram of the sign(s) showing dimensions of the sign face and structure, and ground clearance.
- If submitting plans for multiple signs simultaneously, attach additional sheets. Separate permits are not necessary. Display dates must be included for each sign.
- **Fee: \$75 per application.**

Note: Structural and electrical permits are obtained from the Klamath County Building Department.

Regulations

General regulations regarding the installation of signs in the City of Klamath Falls are provided below. To review specific regulations, please refer to City Code Section 8.025 and Community Development Ordinance (CDO) Sections 14.300 – 14.368, available for review or purchase at City Development Services and on the City of Klamath Falls web site: www.klamathfalls.city

CDO SECTION 14.348 – TABLE 2

Number, dimensions, and location of individual signs by zone

Freestanding Signs ⁹	Zoning (all dimensions are in feet)									
	SF	MD	A	NC	MU	PUB ¹	GC ¹²	LI	I	DB ²
Maximum Area (sq. ft.) (per sign face)	N/A ⁸	N/A ⁸	6 ⁸ /32 ¹¹	32	80	32/80 ¹¹	80	80	80	40
Maximum Height	N/A ⁸	N/A ⁸	5 ⁸	8	10	25	30	25	25	8
Setback for Signs										
• ≤10 feet in height	N/A ⁸	N/A ⁸	5	5	5	5	5	5	5	0
• >10 to 15 feet in height	N/A	N/A	N/A	N/A	N/A	15	15	15	15	N/A
• >15 to 30 feet in height	N/A	N/A	N/A	N/A	N/A	25	25	25	25	N/A
Number permitted per lot	1	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A
Number permitted per 175 feet of street frontage	N/A	N/A	1	1	1	N/A	1	1	1	1
Building	SF	MD	A	NC	MU	PUB ¹	GC ¹²	LI	I	DB ²
Area	N/A ¹⁰	N/A ¹⁰	N/A ¹⁰	N/A ³	N/A ⁴	N/A ³	N/A ⁴	N/A ⁴	N/A ⁴	N/A ⁴
Percent ⁶ of Wall Area ⁵	N/A ¹⁰	N/A ¹⁰	N/A ¹⁰	10%	15%	N/A	15%	5%	5%	5%
Projecting ⁷ (sq. ft. per face)	N/A	N/A	N/A	12	24	12	24	24	24	12

¹ This column does not represent a zone. It applies to institutional uses permitted under the zoning ordinance in public facility and residential zones. Such uses may include, but are not necessarily limited to, churches, schools, funeral homes and cemeteries.

² Must comply with Downtown Business Zone Design Review Standards.

³ Total building sign area permitted equals 1.25 square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus one-half square foot for each additional linear foot of building frontage. *(Sum total of all signs on all walls, proposed & existing, cannot exceed this amount)*

⁴ Total building sign area permitted equals two square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus one-half square foot for each additional linear foot of building frontage. *(Sum total of all signs on all walls, proposed & existing, cannot exceed this amount)*

⁵ This total area percentage shall include temporary signs.

⁶ The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

⁷ Maximum projection of any projecting sign shall not exceed four feet.

⁸ Freestanding signs identifying the name of a neighborhood or subdivision in residential zones shall be permitted with a maximum of two signs: one per street frontage, 50 square feet per face and five feet in height.

⁹ Multi-tenant centers or buildings—Multi-use building or structure may have one freestanding sign facing each street which the building has frontage. The maximum size restriction may be increased up to 50% if three or more occupants share the same freestanding sign.

¹⁰ Wall mounted signs for residences with licensed home occupations and residential businesses shall be limited to four square feet and 12 square feet, respectively.

¹¹ With an approved CUP.

¹² On properties that are developed, abut Highway 97 right-of-way, and are zoned General Commercial, the maximum size and height restrictions of one freestanding sign may be increased by up to 50% if the lot or parcel on which it is placed is larger than five acres and/or contains more than 25,000 sq. ft. of gross building floor area.



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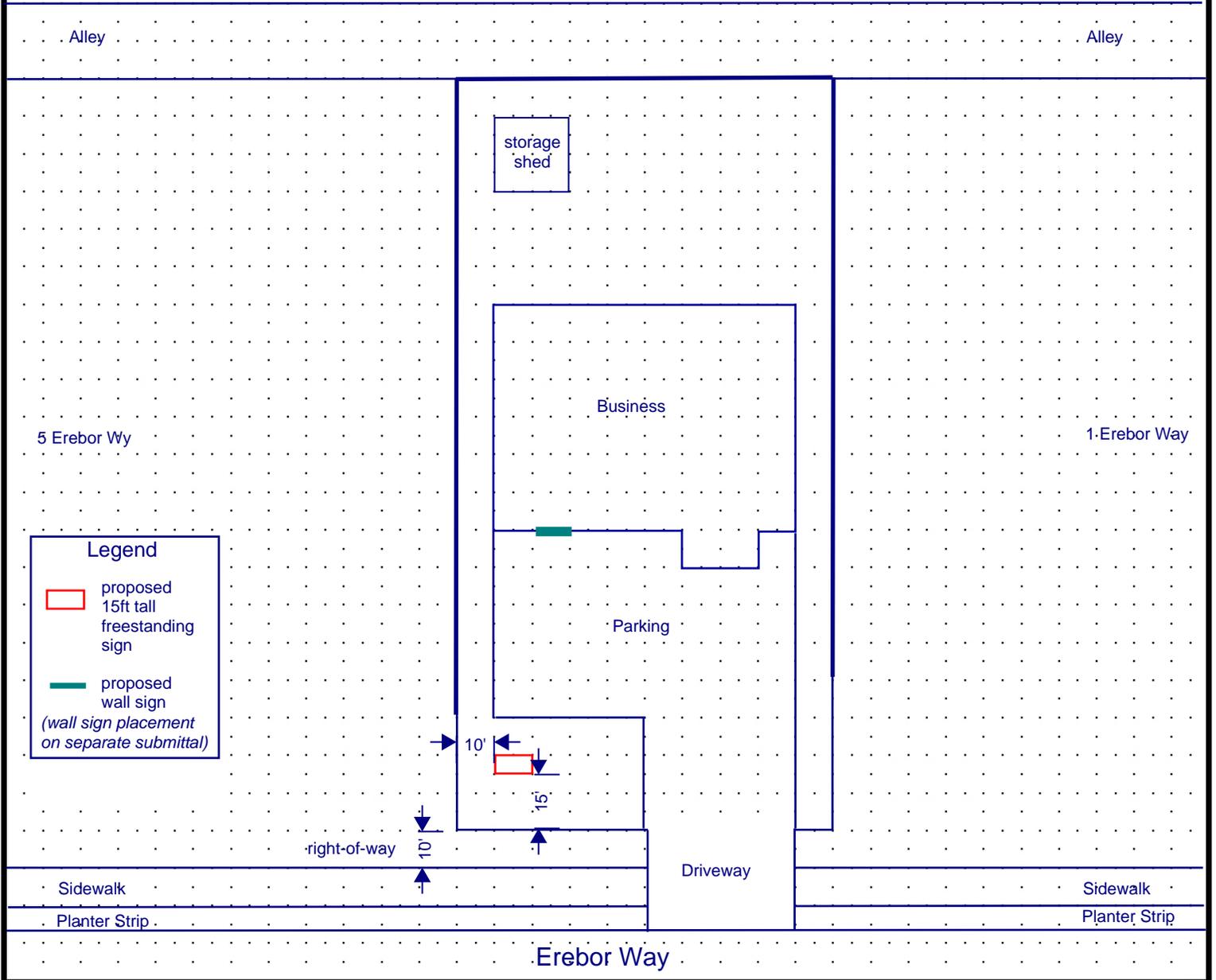
SITE PLAN REQUIREMENTS FOR SIGNS

- Site Plan
 - Must be clear and legible.
 - Straight lines where applicable.
 - Land Use Approval from the City of Klamath Falls is required prior to submittal to the Klamath County Building Department.
 - Stamp and Signature on Plans NOT required for Land Use Approval
- Site Plan can be no smaller than letter size (8.5" x 11")
 - If larger than 11" x 17", provide a PDF copy to devservices@klamathfalls.city
- Submit one hardcopy
- Site Plan must contain the following:
 - The entire lot
 - Include property dimensions
 - The property line typically does not begin at the street or sidewalk.
 - Abutting streets, sidewalks, planting strips, alleys, and right-of-way
 - Existing structures on the property
 - Label use
 - Dimensions
 - Proposed Freestanding Sign(s)
 - Height of tallest point
 - Dimensions & Square Footage
 - Setbacks to front & side property lines
 - Sign cannot protrude into setback
 - Proposed Wall Sign(s)
 - Separate "street view" submittal okay
 - Dimensions & Square Footage
 - Height
 - Bottom of sign to floor
 - Include height and width of building wall where sign is to be installed
 - Additional Information
 - Name of Property Owner(s)
 - Name of Design Professional (*if applicable*)
 - Site Address (*if not assigned, indicate Address Currently Unassigned*)
 - Current Map & Tax Lot number according to the County Assessor
 - Scale (*if used*)
 - Date of the Site Plan
 - Arrow indicating True North

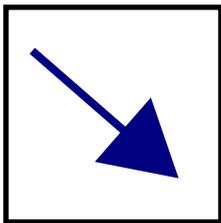
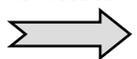
SITE PLAN FORM
CITY OF KLAMATH FALLS PLANNING DIVISION

A site plan is required for several land use applications. This form is provided for this purpose, although site plans are not restricted to this form. Please review the reverse side of this form for site plan requirements. Property owners are responsible for accurately locating property lines. The City strongly recommends hiring a licensed surveyor, prior to building, to locate property lines. *Revised December 2020.*

SIGN EXAMPLE



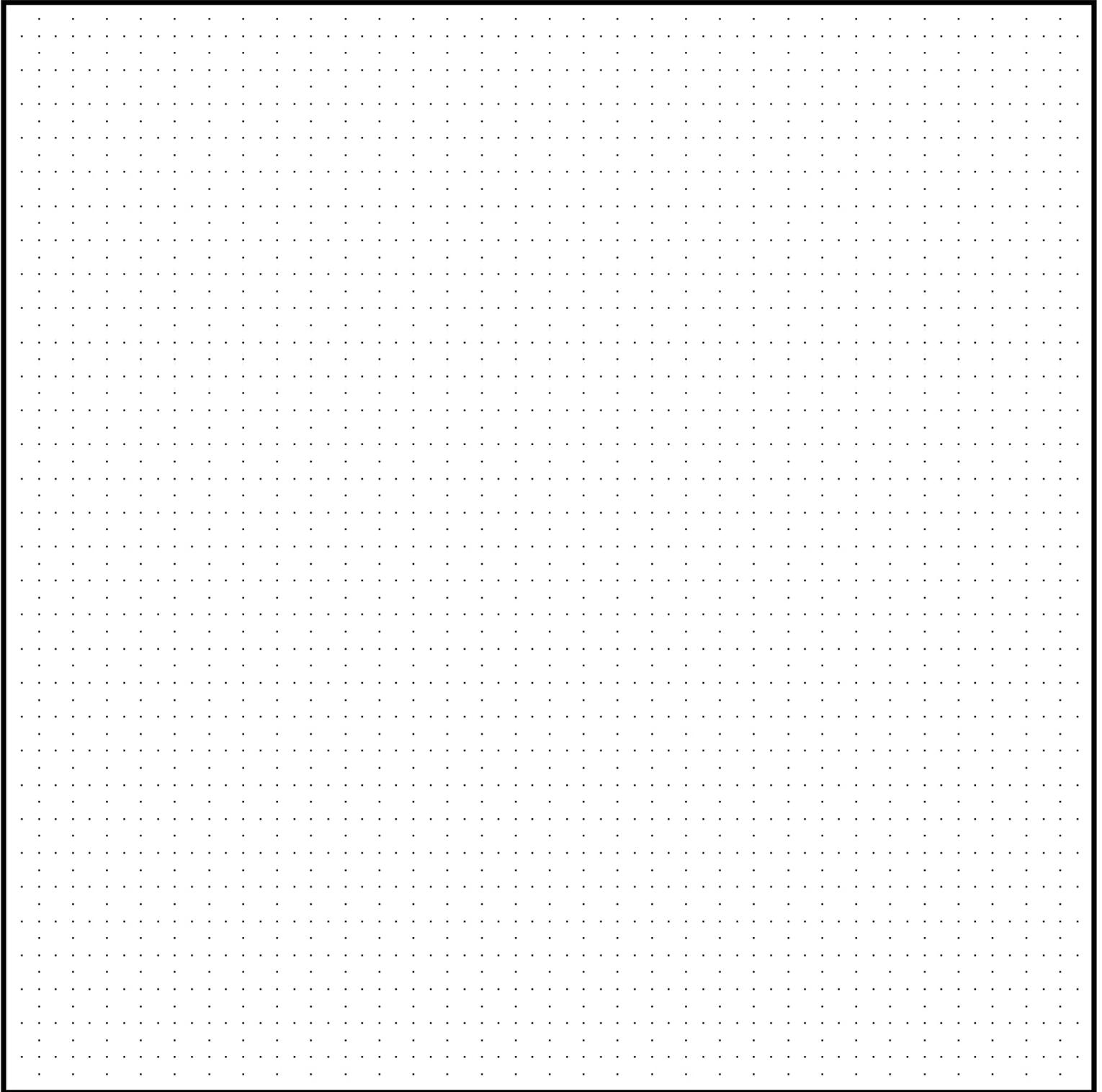
Please draw an arrow in box at right to indicate NORTH.



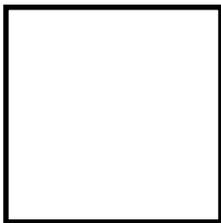
Applicant Name(s): Thorin Oakenshield
 Site Address (if known): 3 Erebor Way
 Map & Tax Lot Number(s): 3809-000CE-0003
 Scale: 1" (4 squares) = 20' (1 square = 5') or: _____
 Date: 12/06/2012 Check box if this plan is a revision of an earlier version

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