



Sign Permit

City of Klamath Falls Planning Department
226 South 5th Street, Klamath Falls, OR 97601

File Number: _____

General regulations regarding the installation of signs in the City of Klamath Falls are provided on the back of this permit. To review specific regulations, please refer to City Code Section 8.025 and Community Development Ordinance Sections 14.300 – 14.368, available for review or purchase at the City Planning Department and on the web site: www.ci.klamath-falls.or.us.

APPLICANT INFORMATION

Please check primary contact person

(TO BE COMPLETED IN INK)

Landowner Name: _____ Daytime Phone: _____
Mailing Address: _____ Email: _____

Applicant Name: _____ Daytime Phone: _____
Mailing Address: _____ Email: _____

General Contractor: _____ Daytime Phone: _____
Mailing Address: _____ Email: _____

Contractor's License No: _____ City Business License No: _____

JOB SITE INFORMATION

Property Address: _____
Map & Tax Lot Number(s): _____
Subdivision, Lot & Block: _____
Current Zoning: _____ Total Size of Parcel(s): _____

PROPOSED SIGN(S) & SITE INFORMATION

A dimensioned drawing of the building face and sign is required for review.

- Number of Signs (Sign Permit Fee is \$25 Per Sign): _____ Total Fee: \$ _____
- Sign Type(s) (check all that apply): -Projecting -Free Standing -Awning -Temporary
-Marquee -Wall (flush) -Banner -Illuminated
- Sign Face Dimensions → Height: _____ Width: _____
- Sign Structure Dimensions → Height: _____ Width: _____
- Building Dimensions → Street Frontage: _____ Building Height: _____
- Setback Dimensions* → Front: _____ Rear: _____ Side# (____): _____

*Setbacks as measured from property lines. #Please specify which side. For example: N, W, E, S, NW, NE, SW, or SE.

CONDITIONS (for official use only):

Applicant must obtain required permitting from the Klamath County Building Department prior to sign installation.
 Other _____

↓ THIS PERMIT ONLY VALID WITH COMPLETE SIGNATURES ↓

Property Owner or Authorized Representative: _____ Date: _____
City Planning Department: _____ Date: _____

SIGN PERMIT APPROVAL VALID FOR 1 YEAR FROM DATE OF DECISION.

TABLE FROM THE CITY COMMUNITY DEVELOPMENT ORDINANCE (CDO) SECTION 14.348:

**TABLE 2
NUMBER, DIMENSIONS AND LOCATION OF
INDIVIDUAL SIGNS BY ZONES**

Individual signs shall not exceed the applicable maximum number dimensions or setbacks shown on this table.

	Zoning (all dimension are in feet)								
	SF	MD	A	NC	PUB ¹	GC	LI	I	DB ²
FREE STANDING SIGNS⁹									
Maximum Area (square feet) (per sign face)	n/a ⁸	n/a ⁸	6 ⁸ /32 ¹¹	32	32/80 ¹¹	80	80	80	40
Maximum Height	n/a ⁸	n/a ⁸	5 ⁸	8	25	30 ¹²	25	25	8
SETBACKS FOR SIGNS									
• 10 feet or less in height	N/A ⁸	N/A ⁸	5	5	5	5	5	5	0
• 15 feet or less in height	N/A	N/A	N/A	N/A	15	15	15	15	N/A
• 30 feet or less in height	N/A	N/A	N/A	N/A	25	25	25	25	N/A
Number permitted per lot	1	1	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	N/A	1	1	1	1
BUILDING SIGNAGE									
Area	2	2	2	N/A ³	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%	N/A	15%	5%	5%	5%
Projecting ⁷ (sq. ft. per Face)	N/A	N/A	N/A	12	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 ½ square foot for each additional linear foot of building frontage.
- ⁴ Total building sign area permitted equals 2 square feet for each linear foot of total building frontage for the first 200 feet of frontage, plus ½ square foot for each additional linear foot of building frontage.
- 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 apart 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 7 feet in height.
- ⁹ Multi-tenant centers or buildings - Multi use building or structure may have one ground mounted 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 residential businesses shall be limited to 12 square feet.
- ¹¹ With an approved CUP.