



# Sign Permit

City of Klamath Falls Planning Department  
226 South 5<sup>th</sup> 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](http://www.ci.klamath-falls.or.us).

## APPLICANT INFORMATION

Please check primary contact person

(TO BE COMPLETED IN INK)

Landowner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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, DIMENSION AND LOCATION OF  
INDIVIDUAL SIGNS BY ZONING DISTRICT**

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

	SF	MD	A	NC	PUB <sup>1</sup>	GC	LI	I	DB <sup>2</sup>
<b>FREESTANDING SIGNS</b>									
Maximum area per sign face (sq. ft.)	6	6	6	32	32	80	80	80	40
Maximum height (feet)	5	5	5	8	25	25	25	25	8
Setback for signs 8 feet or less in height	5	5	5	5	5	5	5	5	0
Setback for signs greater than 8 feet 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
1 Per 175 feet of street frontage:	N/A	N/A	1	1	N/A	1	1	1	1
<b>BUILDING MOUNTED SIGNS</b>									
Area	2	2	2	N/A <sup>3</sup>	N/A <sup>3</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>	N/A <sup>4</sup>
Wall Area <sup>5</sup> (Percent <sup>6</sup> )	N/A	N/A	N/A	10%	N/A	15%	5%	5%	5%
Projecting <sup>7</sup> (sq. ft. per face)	N/A	N/A	N/A	12	12	24	24	24	4

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

<sup>2</sup> Must comply with Downtown Business Zone Design Review Standards and be approved by the Downtown Design Review Commission.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> This total area percentage shall include temporary signs.

<sup>6</sup> The percentage figure here shall mean the percentage of area of the wall of which such sign is apart or to which each such sign is most nearly parallel.

<sup>7</sup> Maximum projection of any projecting sign shall not exceed four feet.