



**Clatsop County**  
Community Development  
800 Exchange Street, Suite 100  
Astoria, Oregon 97103  
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comdev@co.clatsop.or.us www.co.clatsop.or.us

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## Sign Permit

**Fee: \$50.00**

**Zone:** \_\_\_\_\_

**Overlay:** \_\_\_\_\_

**Proposed Sign(s):**

Size (square feet): \_\_\_\_\_

Height (square feet): \_\_\_\_\_

Size (square feet): \_\_\_\_\_

Height (square feet): \_\_\_\_\_

Size (square feet): \_\_\_\_\_

Height (square feet): \_\_\_\_\_

**Legal Description of Property:**

T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ Lot \_\_\_\_\_

Acres \_\_\_\_\_

**Adjacent Property Owned by Applicant:**

T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ Lot \_\_\_\_\_

Acres \_\_\_\_\_

T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ Lot \_\_\_\_\_

Acres \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner (if different than applicant):**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Zoning District Requirements:**

	<b>Required Setback</b>	<b>Actual Setback</b>
(N, S, E, W) Front:	_____	_____
(N, S, E, W) Side:	_____	_____
(N, S, E, W) Side:	_____	_____
(N, S, E, W) Back:	_____	_____

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**Each of the following criteria and standards must be addressed by the applicant. The information needed to address these criteria should be submitted on separate 8.5" by 11" sheets of paper, typed.**

1. A site plan is required. The site plan must show, at a minimum, the property lines, building dimensions, driveways and road access points and dimensions, and the sign's location. The site plan must also include a scale and a north arrow.
2. The County restricts sign size and height. You must provide this information as part of your application. County planning staff will provide you with the ordinance sign requirements. The County does not regulate sign content.
3. Shall comply with Clatsop County Standards Section 2.012 Clear Vision.
4. State and Federal Permits:  
If any state or federal permit is required for a development or use, an applicant, prior to issuance of a development permit or action, shall submit to the Planning Department a copy of the state or federal permit.

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**\*\*NOTE\*\***

Due to U.S. Highway 101 designation as a "Scenic Byway", no off-premises signs are allowed.

## Sec. 2.300. SIGNS

PURPOSE: These regulations are intended to promote scenic values; prevent unsafe driver distractions; provide orientation and directions; facilitate emergency response; and generally provide useful signs in appropriate areas..

1. Sign placement: No permanent sign or temporary sign in excess of six (6) square feet may be placed in or extend over a required non-street side yard or a street right-of-way, or within 10 feet of the front property line in a required front yard. Temporary signs of no larger than six (6) square feet may be placed in or extend over a required non-street side yard or a street right-of-way, or within 10 feet of the front property line in a required front yard. No sign may be located in a manner that will impair the use of an existing solar energy system on adjoining property. A minimum of 8 feet above sidewalks and 15 feet above driveways shall be provided under free-standing signs.
2. Sign lighting/Movement: Any lighting of signs must be directed away from adjacent residential uses and so shielded, installed and aimed that the lighting does not project past the object being illuminated. Illumination of billboards shall be limited to commercial and industrial zoning districts. Except for traffic control signs or traffic hazard warning signs, no sign shall include or be illuminated by a flashing, intermittent, revolving, rotating or moving light or move or have any animated or moving parts.
3. Signs in any zone: The following signs are permitted in any zoning district without the need for a permit:
  - (a) City limits signs and public notice signs.
  - (b) Directional signs for public facilities.
  - (c) Traffic control and safety signs.
  - (d) Signs placed by the owner to restrict or limit trespassing, hunting or fishing.

4. Signs in Residential zones: In Residential zones, signs shall be directed towards facing streets or located at needed points of vehicular access but no closer than 200 feet apart. Signage shall be limited to activities occurring on the property upon which the sign is located as follows:

- (a) A single name plate not exceeding three (3) square feet.
- (b) A sign not exceeding thirty-two square feet pertaining to the or to a construction project, lease, rental, or sale of the property.
- (c) A sign not exceeding 90 square feet advertising a subdivision.
- (d) A sign not exceeding 150 square feet, identifying a multi-family dwelling or motel.
- (e) A sign not exceeding 24 square feet identifying a non-residential use.
- (f) A sign not exceeding 24 square feet identifying a cottage industry.
- (g) A sign not exceeding 24 square feet directing traffic to places of interest to the public, such as tourist accommodations and recreation sites, which would otherwise be difficult to find.
- (h) A sign identifying a home occupation up to 6 square feet in size.
- (i) Signage not exceeding a total of two hundred (200) square feet identifying a mobile home park, recreational campground, primitive campground, commercial farm, or community identification. Individual signs shall not exceed thirty-two (32) square feet in size.
- (j) A sign not exceeding 16 square feet for a bed & breakfast.

The size limitations described in (b) through (j) above apply to each side of a single-sided or double-sided sign.

5. Signs in Resource zones: Except for the AF, F-80 and EFU zones signs are not permitted in resource zones. Individual signs may not exceed thirty-two (32) square feet and are limited as follows:

- (a) Signs pertaining to permitted uses in the zone.
- (b) Road identification signs.

6. Signs in Commercial and Industrial zones: The following signs are permitted in Commercial and Industrial zones for activities occurring on the property upon which the sign is located:

- (a) Signage not exceeding 200 square feet for commercial establishments. Individual signs may not exceed thirty-two square feet, unless otherwise provided by these regulations.
- (b) Signage not exceeding sixty (60) square feet (including any signage in the canopy, windows or other display areas) for retail or light industrial lease spaces in multi-tenant buildings.

(c) A temporary sign not exceeding thirty-two square feet in area pertaining either to the lease, rental or sale of the property or to a construction project.

7. Temporary (including campaign) signs: In residential, commercial and industrial zones signs placed for a period of not more than six consecutive months are allowed provided they meet the following standards:

(a) The sign may not exceed thirty-two (32) square feet.

(b) The sign may not be illuminated.

(c) The sign shall be removed from the premises fifteen (15) days following the event being advertised or six months after first placement, whichever is earliest.

8. Calculating Sign Area: The structure supporting or appearing to support a freestanding sign need not be included in the area of the sign, unless that structural element is conveying information as part of the sign. In calculating the square footage, the width shall be measured at the widest part of the sign, including any cut-outs, and the length shall be measured at the longest part of the sign, including any cut-outs. For multiple-sided signs (signs having 3 or more faces) the area size standard shall be applied to the cumulative total of all sides of the sign.

9. Copy Area: Copy is allowed only on the face of the sign. Copy is prohibited in the ledger area of the sign, on the post of the sign, or other structure of the sign, except to the extent that the sign owner's logo or other disclosure is required by law to be placed on the ledger, post or other structure of the sign. For purposes of this Section, "copy" is defined as any text or image.

10. Non-conforming signs: Signs and sign structures not conforming to the requirements of this ordinance shall be subject to the following:

(a) Text or images on the face of a legal non-conforming sign may be changed but the sign may not be expanded.

(b) A legal non-conforming sign will be considered abandoned and discontinued if there is no text or image on the display surface for a period of six (6) consecutive months.

11. Permit required: Except as otherwise provided, a Type I development permit is required for the following activities:

(a) Installation of a new permanent sign;

(b) A Type 1 permit shall be required for an increase in the face of any permanent sign face by fifty (50) percent or more;

(c) Expanding the text or images of any non-conforming sign.

The Department shall review any proposed sign for conformance with the standards of this section and any requirements under the State building codes.