



Albany Police Department
 P.O. Box 490 / 2600 Pacific Boulevard SW, Albany, OR 97321
 Phone 541-917-7680 Fax 541-928-6692

Permit #: _____

TEMPORARY RIGHT-OF-WAY (ROW) SIGN PERMIT APPLICATION

Sign address: _____

Property owner: _____

I have obtained permission to place my sign on this property **OR**

I am the property owner

Sign Owner:

Name: _____

Business: _____

Mailing address: _____

Phone: _____

Fax: _____

Email: _____

REQUESTED DISPLAY PERIOD:

Beginning: ___/___/___

Ending: ___/___/___

SIGN TYPE:

A-frame/sandwich board Banner

Freestanding Inflatable

Other _____

SIGN DIMENSIONS & CONSTRUCTION:

Horizontal dimension: _____ ft _____ in

Vertical dimension: _____ ft _____ in

Area: _____ square ft

Height to top of sign above grade: _____ ft

Height to bottom of sign above grade: _____ ft

Distance to curb: _____ ft

Materials being used:

Submit each of the following with the application:

Site plan that shows the location of all proposed and existing temporary signs within 100 ft of the proposed sign. Show the location and names of adjacent streets, and the location of sidewalks, and/or other nearby points of interest.

A scale or dimensioned drawing of the proposed sign

Description of how the sign will be anchored or secured

Building façade dimensions if sign is to be attached to a wall

PERMIT FEE:

\$10.00 per sign due at time of application and non-refundable.

PERMITTED SIGN MUST BE REMOVED ON:

___/___/___

NOTICE: Temporary right-of-way sign permits will be issued at the discretion of the Chief of Police. This permit becomes null and void if the sign described above is not posted within 30 days of approval.

I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provisions of laws and ordinances governing this sign, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating signs. Applicant assumes all liability and agrees to hold City of Albany harmless for damage or injury caused by signs placed in the right-of-way.

Signature of sign owner or authorized agent Date: _____

Approved by Chief of Police: _____ Date: _____

CITY OF ALBANY
POLICE DEPARTMENT
CONDITIONS FOR TEMPORARY SIGN PERMIT

Temporary Promotional Business Displays (ADC 13.680)

- Temporary banner signs, A-frame signs, and inflatable signs may be used, but are limited to one sign on each street frontage for each separate business.
- The maximum total number of days for promotional display shall not exceed 60 days in any one calendar year. Each display period requires a separate permit, but the display duration can be from 7 days to 60 days.
- Banners shall not exceed 50 square feet in the CB, NC, HD, MUR, WF, MS, LE, ES, TD and OP zones and 75 square feet in all other non-residential zones. Zoning information is available at www.cityofalbany.net/infohub.
- Inflatable signs shall not exceed 500 cubic feet in area. Inflatable signs can be no higher than freestanding signs allowed in the particular zone.
- Any temporary A-frame, sandwich board or similar sign may be no larger than 16 square feet for one face or 32 square feet for two or more faces. If the sign is not attached to a building, the maximum height of the sign may not exceed 4 feet.
- All temporary signs must: be anchored; may not be located within 10 feet of any public right-of-way; may not be attached to or placed inside a parked vehicle; may not be placed within any vision clearance area.
- All signs shall be maintained in a safe, neat, clean and attractive condition.
- Pennants, flags, and streamers may be used as part of an opening or promotional event subject to the above time constraints. Pennants and flags which are designed with no writing and have permanent mounting devices may be displayed for a longer period of time only upon approval of a conditional use permit. (The American and Oregon flags are exempted from Sign Code regulations.)
- Temporary signs in the right of way and CB/HD district sidewalk signs require permits obtained from the Albany Police Department (AMC 13.33).

NOTE: Applicant must notify and receive approval from the Albany Police Department in advance of any change in display schedule listed on the issued permit.