



COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. Box 490 / 333 Broadalbin Street SW, Albany, OR 97321
 Phone 541-917-7553 Fax 541-917-7598
www.cityofalbany.net

Permit #: _____

TEMPORARY SIGN REGISTRATION

<p>Sign placement address: _____</p> <p>Property Owner: _____</p> <p><input type="checkbox"/> I have obtained permission to place my sign on this property OR</p> <p><input type="checkbox"/> I am the property owner</p> <p>SIGN OWNER:</p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Mailing address: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p>	<p>TEMPORARY SIGN TIME PERIOD: <i>(Not to exceed 120 days each calendar year)</i></p> <p>Beginning _____ Ending _____</p> <p>SIGN TYPE: <input type="checkbox"/> Banner <input type="checkbox"/> Inflatable Sign <input type="checkbox"/> Wall Sign</p> <p><input type="checkbox"/> A-frame or Sandwich Board <input type="checkbox"/> Other</p> <p>EXISTING TEMPORARY SIGNS:</p> <p>Number _____</p> <p>Sizes _____</p> <p>Type _____ <i>(Show locations on site plan)</i></p> <p>SIGN DETAILS:</p> <p>Width (horizontal) _____ ft _____ in</p> <p>Height (vertical) _____ ft _____ in</p> <p>Depth _____ ft _____ in</p> <p>Area (square feet) _____</p> <p>Height to top of sign above grade _____ ft _____ in</p> <p>Height to bottom of sign above grade _____ ft _____ in</p> <p>Distance to property line _____</p>
<p><u>Submit each of the following with the application:</u></p> <p><input type="checkbox"/> Site plan that shows the location of proposed and existing temporary signs on the property, as well as adjacent street driveways</p> <p><input type="checkbox"/> A scale or dimensioned drawing of the proposed sign</p> <p><input type="checkbox"/> Description of how the sign will be anchored or secured</p>	

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, 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 construction or the performance of construction.

Signature of sign owner or authorized agent Date _____ APPROVED BY PLANNING: BY _____ Date _____

CITY OF ALBANY
COMMUNITY DEVELOPMENT
CONDITIONS FOR TEMPORARY SIGNS

Temporary Promotional Business Displays (ADC 13.680)

- Temporary banner signs, A-frame signs, and inflatable signs may be used, but are limited to two signs for each separate business.
- The maximum total number of days for promotional display shall not exceed 120 days in any one calendar year. Each display period requires a separate registration, but the display duration can be from 1 to 120 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.
- 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. A-frame signs must be spaced at least 10 feet apart. There is no limit on the number of display days per calendar year for A-frame signs.
- 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.)