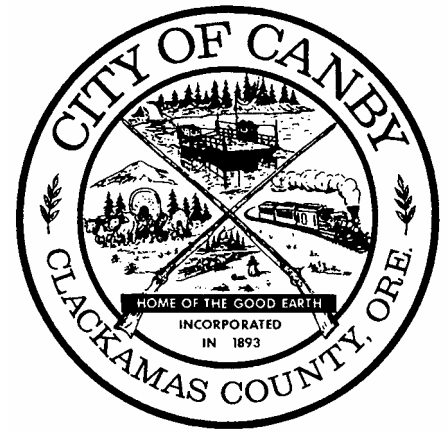


ABOUT SIGNS



Information you can use

In 1994 local businesses lobbied the City to develop a new sign code to allow more advertising opportunities. A task force made up of citizens and business owners was appointed to lead this work, and the City's current sign code is the result.

Since the sign code is 12 pages long, we get a lot of questions about it. This guide will help you find out what kinds of signs are allowed for different uses, what size they can be, and when you need permits. The code itself is much more detailed; so please check it or ask a City Planner for the final word if you're in doubt.

WHEN A PERMIT IS REQUIRED

Most signs meant to be seen from the public right-of-way require a sign permit. Only a few signs are exempted, including:

- Temporary residential signs including those for political candidates, real estate sales, garage sales, or social events. But, see more detail on these below.
- Flags, clocks, pennants, or barber poles.
- Window signs located inside a building and taking up no more than 50% of the window area.
- Small nameplates or directory signs attached to a building.

For almost any other kind of sign, you will need to come in to the Planning and Building Department and obtain a sign permit. This will allow us to review the size of your sign and how you're proposing to affix it to your building. Sign permits usually cost less than \$100 and take less than 2 weeks to review.

PROHIBITED SIGNS

Some signs are not allowed at all. For example:

- Signs attached to power, utility, or traffic signal poles or utility boxes.
- Signs located in public right-of-way (except for some real estate open house signs and daily display signs on downtown sidewalks – more detail inside).
- Signs located in state or county right-of-way.
- Flashing or blinking electronic signs.
- Signs that confuse or distract motorists.

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The purpose of Canby's sign code is to maintain the appearance of the City by controlling the size, location, number, and type of signs allowed while still allowing a wide range of advertising media.

What's in this packet:

- Allowed sign size table
- Frequently asked questions
- Regulations for temporary signs

July 2004

FREQUENTLY ASKED QUESTIONS FOR BUSINESSES

Q: Are temporary signs allowed for businesses?

A: Yes. For businesses, a variety of temporary signs are allowed as follows:

- Daily display signs (such as A-frames or sandwich boards) *in the public right-of-way* are allowed only in the Downtown Commercial (C-1) zone. A sign permit is required and the following rules apply:
 - At least five feet of clear sidewalk width for pedestrians must be maintained.
 - Vision clearance requirements from driveways, streets, and alleys must be maintained.
 - Sign dimensions cannot be more than 3 feet wide or 4 feet high, but they can be two-sided. The display sign must be included in your total allowable sign area calculation.
 - Only one sign per business.
 - Wind load requirements must be met to ensure the sign doesn't blow over and into the street. The Uniform Sign Code requires that the sign resist 80 mph gusts which means the sign must be connected to a recessed bolt in the sidewalk. Approval from the Public Works Supervisor is required.
 - Liability insurance must be provided exempting the city from claims.
- Daily display signs *on your property* are allowed in the Downtown Commercial (C-1), Highway Commercial (C-2), and Heavy Commercial/Manufacturing (C-M) zones. The rules listed above apply to these signs too.
- Banners not exceeding 40 square feet and pennants up to the length of your building with advertising messages for temporary events are allowed. They cannot be in place for more than 30 days out of any 3 month period, but are exempt from the sign area limitations. A sign permit is required and they must meet Uniform Sign Code requirements.
- Painted or printed signs inside windows are allowed and no permit is required. The signs must not cover more than 50% of a window. No prohibited materials (such as blinking or flashing lights) are allowed.

Q: How much sign area is allowed for my business?

A: The answer depends on how large your business is, what zone you're located in, whether your business faces one street or two, and how many businesses are in your building. Table 16.42.100 of the Municipal Code summarizes all of this and is attached to the back of this sheet.

Q: Can I locate a sign off of my own property?

A: In general, businesses cannot have off-site signs. There are only two exceptions:

1. Billboards are permitted in the Highway Commercial (C-2) and Heavy Commercial Manufacturing Zone (C-M). They can be no larger than 50 square feet per side and must be a minimum of 20 feet back from the curb. A sign permit is required.
2. Daily display signs in the Downtown Commercial (C-1) zone, as noted above.

CANBY MUNICIPAL CODE TABLE 16.42.100
TOTAL SIGN AREA ALLOWED
(square feet)

BUSINESSES IN INDIVIDUAL BUILDINGS								
Zone	Total Square Footage of Use*							
	0 to 500	500 to 1,000	1,000 to 2,500	2,500 to 4,000	4,000 to 6,000	6,000 to 8,000	8,000 to 10,000	Greater than 10,000
C-C, C-R, R-1, R1.5, R-2	20	40	60	60	60	60	60	60
C-1	40	60	80	100	150	200	250	+25 sq. ft of sign for each additional 1000 sq. ft. of area in commercial use, to a maximum of 500 sq. ft.
C-2, C-M M-1, M-2	50	75	100	150	200	250	300	+30 sq. ft. of sign for each additional 1000 sq. ft. of area in commercial industrial use, to a max. of 600 sq. ft.

BUSINESSES IN MULTI-BUSINESS BUILDINGS						
Zone	Total Square Footage of Use*					
	0 to 2,000	2,000 to 4,000	4,000 to 6,000	6,000 to 8,000	8,000 to 10,000	Greater than 10,000
C-1	40	60	80	100	120	+12 sq. ft. of sign for each additional 1,000 sq. ft. of area in commercial use, to a maximum of 240 sq. ft.
C-2, C-M M-1, M-2	50	80	100	120	150	+15 sq. ft. of sign for each additional 1,000 sq. ft. of area in commercial/ industrial use, to a max. of 300 sq. ft.

* "Total square footage of use" is intended to apply only to building areas and other portions of the property where business is actually conducted, exclusive of parking areas, open space, or undeveloped portions of the property. Square footage of use is intended to include outdoor storage and other outside areas where work is regularly performed.

NOTES:

1. Sign area may be increased by as much as sixty (60%) percent for businesses having frontage on more than one street, other than an alley.
2. Sign area in residential zones is intended to apply to schools, churches, and nonconforming uses. It does not apply to home occupations.

HOW TO GET A SIGN PERMIT

Application forms are available at City Hall or on our website at www.ci.canby.or.us. You'll need a Sign Permit Application as well as a Building Permit. You'll have to provide a scaled drawing of your sign, show where it will be located on your building, total up how many square feet of signage you have already (if any), and show how it will be mounted.

FREQUENTLY ASKED QUESTIONS FOR RESIDENTS

Q: Are temporary signs allowed?

A: Yes. For residents, Canby allows many kinds of temporary signs advertising garage sales, political candidates, social events, real estate open houses, and rental vacancies. Some rules apply, though:

- Signs for garage sales, political candidates, social events, rental vacancies, farm produce:
 - Not allowed in the public right-of-way or on utility poles, boxes, etc..
 - Allowed on private property (with the owner's consent).
 - May not be larger than 8 square feet in residential zones.
 - Must be removed within 48 hours of the event they advertise.
 - No sign permit is required.
- Real estate "open house" signs:
 - Allowed on private property (with the owner's consent) between 8:00 a.m. and 8:00 p.m. only.
 - Allowed in the public right-of-way of local roads only (i.e., *not* Highway 99E or county roads) between 8:00 a.m. and 8:00 p.m. Saturdays and Sundays.
 - Not allowed on utility poles, boxes, etc.
 - May not be larger than 8 square feet in residential zones.
 - No sign permit is required.

Q: What signs are allowed for a home business?

A: For a home business in a residential zone, you may only have a unlighted nameplate sign of less than 2 square feet.

Q: Can I duct tape my garage sale signs to power poles?

A: No.