



## CITY OF BROOKINGS SIGN GUIDELINES

If your business requires a sign or other outdoor advertising display, you will need to apply for a sign permit. Signs that are visible from Chetco Avenue (Hwy. 101), will require approval from Oregon Department of Transportation (ODOT). Applications can be obtained from the Planning Department at 898 Elk Dr. Brookings, OR 97415; (541) 469-1137.

### GENERAL PROVISIONS FOR SIGNS

The following are general guidelines for signs in the C-1, C-2, C-3, C-4, I-P, and M-2 zones. Contact the Planning Department for specific information or if your business is located in a different zone.

- A. Shopping center area – an area developed with four or more businesses having a common parking area.
  - 1. Freestanding or roof-mounted sign. One sign for each street on which the buildings front identifying the shopping area and businesses, shall be allowed. Each sign shall be limited to a total area of 200 square feet.
  - 2. Attached individual business signs.
    - a) Shall be placed flat against a building; or
    - b) Attached to the front or bottom surface of a marquee, awning, or canopy; or
    - c) Attached to and extending perpendicular from the building.
    - d) The total aggregate area of attached signs for each building side shall not exceed two (2) square feet for each lineal foot of business frontage.
- B. Non-shopping center areas (as defined above).
  - 1. Freestanding or roof-mounted sign. One sign for each street on which the building fronts, and each sign is limited to 75 square feet in total area, plus one square foot of additional sign for each lineal foot of business street frontage exceeding 75 feet, to a maximum sign allowed of 200 square feet.
  - 2. Attached sign.
    - a) Placed flat against a building; or
    - b) Attached to the front or bottom surface of a marquee, awning or canopy; or
    - c) Attached to and extending perpendicular from the building.
    - d) The total aggregate area of attached signs for each building side shall not exceed two (2) square feet for each lineal foot of business frontage.
- C. See BMC 17.88.100, General standards for signs in all zones.

### SANDWICH BOARD SIGN REQUIREMENTS

Sandwich board signs are only allowed in very limited situations. To display a sandwich board sign as a part of your business you must obtain a permit from the City of Brookings. To obtain a sandwich board sign permit your business entrance must not have street frontage (alleys are not considered street frontage) and provided the following conditions are met:

- 1. Only one such sign shall be permitted for each business and shall not exceed two feet in width and four feet in height.
- 2. Each sign must be sufficiently weighted at the bottom to prevent toppling by the wind.
- 3. Placement of sign must leave at least 36 inches of continuous unobstructed sidewalk area to provide accessibility for pedestrians.
- 4. Signs shall be displayed only at such times as the business they are intended to identify is open for business.

To obtain a sandwich board sign permit you must submit an application form as outlined below

### EXEMPT SIGNS (17.88.040)

Numerous small signs and devices are exempt from the provisions of the sign regulations. Temporary political signs are permitted, provided the signs are removed within seven days following the election for which they are

intended. Temporary signs for new businesses for a period not to exceed 30 days are permitted. Murals are reviewed and approved by the Public Art Committee. Contact the Planning Department or see BMC 17.88.040 for a complete list of exempt signs.

## **PROHIBITED SIGNS (17.88.050)**

- A. Signs located on undeveloped property, except as provided in BMC 17.88.040.
- B. Vehicle signs, except for standard advertising or identification markings which are printed on or permanently attached to a business or commercial vehicle.
- C. In no case shall any sign:
  - 1. Be erected in a public easement or right-of-way;
  - 2. Be erected so as to prevent free ingress to or egress from any door or window, or any other exit way required by the current edition of the Oregon State Structural Specialty Code and Fire and Life Safety Regulations;
  - 3. Be attached to any public utility pole, structure, light pole, lamp lamppost, tree, fire hydrant, bridge, curb sidewalk, or other surface located on public property;
  - 4. Be attached to a standpipe, gutter drain or fire escape, nor shall any sign be erected so as to impair access to the roof;
  - 5. Be erected in any location where, by reason of its location, will obstruct the view of any authorized traffic sign, signal, or other traffic control device. Nor may any sign, by reason of its shape, position, or color, interfere with or be confused with any authorized traffic signal, sign or device. Further, no sign shall be erected in a location where it will obstruct vision of the public right-of-way to the vehicle operator during ingress to, egress from, or while traveling on, said public right-of-way.

## **APPLICATION PROCESS (17.88.030)**

- A. For all areas of the City, a sign permit must be obtained before any sign, except those specifically exempted, is erected, placed, painted, constructed, carved or otherwise given public exposure. Any alteration of an existing sign must also first obtain a permit (\*see definition of "alter"). Applications shall be filed with the Planning Department, on an appropriate form in a manner prescribed by the City, accompanied by a sign permit application fee in the amount established by general resolution of the City Council. A sign permit shall be issued only after a determination that the proposed sign is in compliance with all provisions of this chapter.
- B. The following shall be submitted with each completed application:
  - 1. Filing fee;
  - 2. Plot plan, drawn to scale, of the lot, with dimensions, on which the sign is to be placed showing the location of the sign, the structure, with dimensions, and dimensions and locations of other existing signs on the property. If the sign is to be freestanding the plot plan must also show the distance from property lines and easements;
  - 3. Engineering wind load data for freestanding, roof-mounted, and perpendicularly mounted signs exceeding five square feet in size;
  - 4. A scale drawing of the sign and its support structure, indicating dimensions;
  - 5. If the proposed sign is lighted or uses electricity for any purpose, evidence that the sign is listed as being approved by a licensed testing facility must be submitted with the application;
  - 6. Proof of a current business license unless exempt;
  - 7. The sign(s) authorized under a sign permit shall be installed within 90 days after the date of permit issuance. A 90-day extension can be requested by submitting a written statement explaining the need for additional time.

\* "Alter" means any changes excluding content, and including but not limited to size, shape, method of illumination, position, location, materials, construction, or supporting structure of a sign.

For an application, go to City Services/Planning Dept/Forms click: "Land Use Application Permit"