City of West Linn

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
Telephone 503.656.4211 • Fax 503.656.4106 • westlinnoregon.gov

SIGN REVIEW PERMIT APPLICATION

For Staff Completion		
BUSINESS DISTRICT:	FEE: $250	PROJECT NO.: SG-

Business Name of Sign Location:	**Address of Sign Location:**	
Business Owner Name & Address:	☐ **Check if this is the applicant.**	**Phone:** **Email:**
Property Owner Name & Address:	☐ **Check if this is the applicant.**	**Phone:** **Email:**
Contractor Name & Address:	☐ **Check if this is the applicant.**	**Phone:** **Email:**
Contractor's License #:	**City or Metro Business License #:**	

Wall mounted signs: Provide a scale drawing showing the sign dimensions, height, materials, source of illumination, and showing where on the building elevation the sign will be mounted. Applicant must provide information concerning color of sign, size and style of lettering, and show any signs that were previously approved and their dimensions. Also show dimensions of the wall(s) that the sign(s) will be attached to.

Freestanding signs: Show location of the sign relative to property lines, and sidewalks, height of sign and base treatment. Show sign colors including text font and style. Show any existing freestanding sign by location and size.

For signs in the Willamette Falls Drive Commercial Overlay Zone, see City Planning staff and CDC Chapter 58. For signs in the Mixed Use Zone, see City Planning staff and CDC Chapter 59.

Sign regulations can be found in the Community Development Code Chapter 52 at http://westlinnoregon.gov/cdc.

I/We hereby submit this application for approval of a sign permit and if approved, hereby certify that the sign will be installed and operated in compliance with the CDC Chapter 52:

Signature of Applicant Date

The undersigned property owner(s) hereby authorize(s) the filing of this application, and authorize(s) on-site review by authorized staff. I/We hereby agree to comply with all code requirements applicable to my/our application.

Signature of Business Owner(s) Date

Signature of Business Owner(s) Date

Signature of Property Owner(s) Date

Signature of Property Owner(s) Date