



MEDFORD PLANNING

SIGN PERMIT APPLICATION

Approval criteria detailed in section 10.1000 – 10.1810 Medford Municipal Code, www.ci.medford.or.us/code.asp

Check all that apply: ☐ New ☐ Refacing ☐ Wall ☐ Illuminated
☐ Replacement ☐ Temporary ☐ Ground ☐ Electronic Message – signed agreement required

Applicant _____ Phone _____
Address where sign will be located _____ Zone _____
Business Name _____
Property Owner _____ Signature _____
Sign Contractor _____ Phone _____
Contact Email _____

REQUIRED SUBMITTALS:

- Site Plan drawn to scale including site address, exact location of sign, setback from curb, and all existing signs on site
- Rendering of sign showing dimensions, method of attachment and ground clearance
- Signed Electronic Message Sign Agreement (if applicable)
- Fee: [Planning Fee Schedule](#)

FREESTANDING GROUND SIGNS OVER 20 FEET IN HEIGHT:

- Structural details approved and stamped by an Engineer licensed in the state of Oregon
- Fees will be collected by the Building Department
- Signs within a Historic District will be reviewed by the Historic Review Board prior to issuance
- Electrical permits are obtained from the Building Department.

WALL: Building Wall Length _____ Sign Length _____ Sign Height _____ Sign Thickness _____
Sq Ft New _____ Existing _____ Total _____ Max Sq Ft Allowed _____

GROUND: Sign Length _____ Sign Height _____ Overall Height _____ Valuation \$ _____
Sq Ft New _____ Existing _____ Total _____ Max Sq Ft Allowed _____

I understand this application is subject to the provisions of Chapter 10 of the Medford Municipal Code, including but not limited to, the clear view of intersecting streets in section 10.735, glare in section 10.764, and the sign regulations in sections 10.1000 through 10.1810. I hereby state that the facts related to the above application and the plans and documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge. I hereby agree to install the sign as approved.

Signature _____ Applicant ☐ Agent ☐

OFFICE USE ONLY	PLANNING _____	DATE _____	Permit #:
	ENGINEERING _____	DATE _____	
	BUILDING _____	DATE _____	

SIGN PERMIT APPLICATION – Type I

ELECTRONIC MESSAGE SIGN AGREEMENT

IF NO ELECTRONIC SIGN CHECK HERE ☐

Business Name: _____

Address: _____

Electronic Message Sign, Definition: Any sign, or portion of a sign, that displays an electronic image or video, which may or may not include text, where the rate of change is electronically programmed and can be modified by electronic processes. This definition includes television screens, plasma screens, digital screens, LED screens, video boards, holographic displays, and other similar media.

Sign Permit Required: The Planning Director, or designee, shall issue a sign permit for an electronic message sign if, and only if, all of the following standards are and will be met by the business owner.

1. All text displayed on an electronic message sign must be static for a minimum of five (5) seconds.
2. The continuous scrolling of text is prohibited.
3. Restrictions (1) and (2) above do not apply to animated images and images (that are not text) which move, or give the appearance of movement.
4. All electronic message signs shall have automatic dimming capabilities that adjust the brightness to the ambient light at all times of the day and night consistent with Section 10.764, Glare (attached).
5. If the electronic message sign is permitted only with an approved Conditional Use Permit (institutional uses in SFR and MFR zones) please provide the CUP application file number: _____.

By signing this document, I certify that I have read the above rules pertaining to the electronic message sign at the address listed above, and I agree to be responsible for assuring that the electronic message sign is in compliance with these rules at all times.

Signature of Business Owner

Date

Phone Number of Business Owner