



NEW SIGN IN HISTORIC DISTRICT - Type I APPLICATION

1. APPLICANT

Name _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

2. AGENT (Owner's consent required)

Name _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

3. OWNER INFORMATION

Name _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Telephone (Primary) _____ (Secondary) _____

APPLICATION FOR REVIEW OF NEW SIGNS IN HISTORIC DISTRICTS

4. PROJECT DESCRIPTION

Description of Project _____

Zoning District _____ Assessor's
Map/Tax Lot # _____

Address: _____

List any land use application file numbers associated with this property:

5. REQUIRED SUBMITTALS

- Application Form (completed and signed)
- Project Description (1 copy)
 - o Describe what you propose to do and how the project meets the applicable sign code (Pages 4-5).
- Site Plan (1 copy)
 - o To scale, indicating the following:
 - Proposed sign setback from curb
 - Site address
- A color mock-up of the sign
- Proposed exterior color chips (if a color mock-up is not available)
- Color Photograph of Building Elevation (1 copy)
- Photographic Mock-Up of Sign on Building (to scale)
- Sign Elevations (1 copy)
 - o To scale
 - o Indicating method of attachment to building
- Written Consent of Owner (Page 6)
- Signed Statement regarding posting of Public Hearing Signs (Page 8)
- Fee
 - Historic Review of New Signs: \$200
 - Checks made payable to *City of Medford*
 - Pay at time of submittal to the Planning Department

APPLICATION FOR REVIEW OF NEW SIGNS IN HISTORIC DISTRICTS

6. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ Applicant Agent Owner

Print Name _____

Date _____

7. SUBMIT APPLICATION AND REQUIRED DOCUMENTS:

- a. PDF: send via email to planning@cityofmedford.org, and
- b. Paper: one (1) copy delivered to Planning Department, 200 S. Ivy Street, Medford, OR 97501

APPLICATION FOR REVIEW OF NEW SIGNS IN HISTORIC DISTRICTS

APPLICABLE SECTIONS FROM THE MEDFORD LAND DEVELOPMENT CODE RELATING TO SIGNAGE IN HISTORIC DISTRICTS

10.1600 Central Business Overlay (CB): Basic Regulations.

Signs shall be permitted as follows in the CB district:

(1) Ground Signs: Each parcel of land is permitted one ground sign per street frontage, subject to the following limitations:

(a) Maximum Height: 20 feet

(b) Maximum Square Footage: 150 square feet per sign

(c) Minimum Setback: May not project into public right-of-way

(d) Electronic Message Signs are permitted, except where within the Historic Overlay District, as a ground sign subject to the following limitations:

(i) Each parcel of land is permitted one (1) electronic message sign if the sign is 150 feet or farther from any residential zoning district or GLUP Map designation.

(ii) All text displayed on an electronic message sign must be static for a minimum of two (2) seconds. The continuous scrolling of text is prohibited. This restriction shall not apply to animated images and images which move, or give the appearance of movement.

(iii) All electronic message signs shall have automatic dimming capabilities that adjust the brightness to the ambient light at all times of day and night.

(iv) The conversion of an existing, conforming ground sign to an electronic message sign is permitted.

(v) The conversion of an existing, nonconforming ground sign to an electronic message sign is prohibited.

(2) Wall Signs: Wall signs are permitted, subject to the following limitations:

(a) Principal Facade: The aggregate area of all signs shall not exceed one and one-half square feet for each linear foot of business frontage, except if the building is set back more than 20 feet from the right-of-way, in which case the aggregate area of all signs shall not exceed two square feet for each linear foot of business frontage. No part of any sign shall be higher than the building height as defined in Section 10.1010.

(b) Secondary Facade: The aggregate area of all signs shall be limited in area to two square feet for each linear foot of business frontage and shall be placed flat against the building supporting the sign. No part of any sign shall be higher than the building height as defined in Section 10.1010.

(c) Second Story and Basement Enterprises or Uses: Second story and basement enterprises or uses, which are maintained exclusively on a floor other than that on the street floor, shall be entitled to additional sign area equal to 60% of the sign area authorized above for each facade. No part of any sign shall be higher than the building height as defined in Section 10.1010.

(d) Electronic Message Signs are permitted, except where within the Historic Overlay District, as a primary or secondary façade wall sign subject to the following limitations:

(i) The electronic message sign or electronic reader board must be 150 feet, or farther, from any residential zoning district or GLUP Map designation.

(ii) All text displayed on an electronic message sign must be static for a minimum of two (2) seconds. The continuous scrolling of text is prohibited. This restriction shall not apply to animated images and images which move, or give the appearance of movement.

(iii) All electronic message signs shall have automatic dimming capabilities that adjust the brightness to the ambient light at all times of day and night.

(iv) The conversion of an existing, conforming wall sign to an electronic message sign is permitted.

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(v)The conversion of an existing, nonconforming wall sign to an electronic message sign is prohibited.

(3) Projecting Signs: Signs not exceeding 20 square feet are permitted.

(4) Awning/Canopy/Marquee Signs: Signs not exceeding 20 square feet placed flat on a marquee, awning, or canopy are permitted.

10.1610 Central Business Overlay (CB): Additional Special Signs.

Additional special signs shall be permitted as follows in the CB district:

(1) Fueling Station Signs: One additional ground sign per street frontage, not exceeding 30 square feet in area and 9 feet in height is permitted on each parcel of land occupied by a fueling station. Such signs may not project into public right-of-way.

(2) Drive-up Window Signs: One additional ground sign not to exceed 32 square feet in area and 6 feet in height is permitted on each parcel of land occupied by a drive-up window. Such signs may not project into public right-of-way.

(3) Temporary Sign: One temporary sign on each street frontage is permitted for each separate business. Display period is limited to 30 days and is renewable upon application, but shall not exceed four (4) permits in one (1) calendar year. The area of each sign shall not exceed 32 square feet. No part of any sign shall be higher than the building height as defined in Section 10.1010.

(4) Portable Signs: One additional portable sign not to exceed 12 square feet in area for each business entrance is permitted. Such signs shall not be located within public right-of-way. The portable signs shall only be displayed when the business is open.

10.1620 Historic Preservation District Overlay (H): Basic Regulations.

Signs in Historic Preservation Overlay Zoning Districts shall be approved through the Historic Review process. Such signs may differ from specific standards of Article VI if authorized by the Landmarks and Historic Preservation Commission (LHPC) pursuant to design criteria and/or guidelines for signs adopted by such Commission, except that electronic message signs shall be prohibited.

APPLICATION FOR REVIEW OF NEW SIGNS IN HISTORIC DISTRICTS

WRITTEN CONSENT OF OWNER

I/We, _____, the property owner(s) of Tax Lot(s) _____ on Jackson County Assessor Map _____, hereby consent to the filing of an application for _____ on said property, and will allow _____ to represent me before the City of Medford Approving Authority.

Signed: _____

Printed Name: _____

Date: _____