SIGN PERMIT HANDOUT

Introduction

Why is a Sign Permit required?

The North Plains Municipal Code contains a separate section – Chapter 18.80 – on sign regulations. As regulations vary as apply to each zone and use, the City requires a sign permit before installing a sign. City staff reviews all Sign Permits. Please note the sign permit is a type of land use permit and does not include a building permit. Some signs may also require Building Permits from Washington County.

Handout Information

This Handout is part of a folder containing information to guide an applicant through the City’s application process. While comprehensive, an applicant may wish to read the applicable Code Sections included in the folder as well as information provided by City staff. This Handout includes the following information:

1) Process Steps
2) Decision Criteria

Please use the following checklist to guide you through the process. The steps in bold are those that the applicant must complete. The City is responsible for the remaining Steps, although an applicant should track each Step.

- Step 1: Submit the Application
- Step 2: Notice of Decision
- Step 3: Appeal of an Administrative Decision (if Applicable)

Process Steps

NOTE: Each step references the appropriate Section from the North Plains Municipal Code (MC). Steps that are the applicant's responsibility are in bold.

Step 1: Application Submittal for a Sign Permit (MC 16.80)

The application begins with the submittal of the application form and supporting material listed on the form. Completed applications must be submitted to the City and include the required fee.

Step 2: Notice of Decision

The City Planner reviews the request and determines whether the application meets the requirements for a Sign Permit. An application must comply – or be able to comply with provisions – with all the requirements for the City Planner to approve the request. The City provides notice of the decision to the applicant.

Step 3: Appeal of an Administrative Decision

The City Planner’s decision is the final local decision. If the applicant disagrees with the decision, the applicant may appeal the decision to the Land Use Board of Appeals. This must be done within 21-days from the date the Department mails the Notice of Decision. Forms for this purpose are available at the Land Use Board of Appeals.
Decision Criteria

As noted, North Plains Chapter 16.80 contains all the regulations and requirements that apply to signs within the City. The requirements are clear and objective and offer little room for discretion. Approval simply requires compliance with the sign regulations. *City staff will review the requirements before the submittal of an application.*