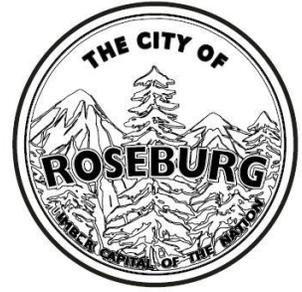


SITE PLAN REVIEW FOR SIGNS
COMMUNITY DEVELOPMENT
900 SE DOUGLAS AVENUE, THIRD FLOOR
ROSEBURG OR 97470
541-492-6750



All application and materials are to be submitted to the City of Roseburg Community Development Department. Incomplete or poorly prepared materials will not be accepted. If further clarification or information is needed, contact the Community Development staff Monday through Friday from 8:00 a.m. to 5:00 p.m. (Closed during the noon hour.)

APPLICATION

Job Address: _____ Applicant Name: _____ Address: _____ Phone Number/Contact Number: _____ E-mail: _____
Property Owner Name: _____ Address: _____ Phone Number: _____ E-mail: _____
Provide a brief description of proposed (e.g. Wall signs, Pole Sign, Monument Sign, Roof Sign) _____ Square Footage of proposed signage: _____ Describe any existing signs include type, location and square footage. _____ _____

This form is for projects that are exclusively signs. If there is any other item(s) proposed, refer to appropriate site plan review checklist.

SUBMITTAL REQUIREMENTS – Sign Application

Following is a list of items that need to be provided on a plan submitted for Site Plan Review for any signs. This information is needed to complete the Site Plan Review approval process. If a particular feature is not part of your project the item may not be applicable; however, it is necessary to submit each type of plan. For those items that do not apply please note N/A. This list will be used to determine if the submittal is complete and can be accepted. Once the Site Plan Review has been completed, two sets of plans will be stamped and returned for submittal to the Douglas County Building Department for the required structural/life safety plan check.

4 copies - **Site Plan for any ground mount sign** that includes

- Sign location, orientation and distance from actual property line
- Overall height above finished grade
- Distance between finished grade and bottom of sign panel
- Indication of driveway and intersection corners along with required clear vision triangle
- Overall dimension of sign area
- Indication of type and size of supports/poles
- Indication of any existing ground mounted signs including location, type and size

3 copies - **Building Elevations for wall mounted or roof sign** that includes

- Indication of sign placement on building including relation to doors, windows, roof edge, etc.
- Overall dimension of proposed sign area including cabinet and/or surrounding graphics
- Indication of any existing signs to be retained including their location and overall dimensions.

I hereby certify that I have reviewed the above checklist and have provided all applicable Submittal Requirements for this project.

Applicant's Signature

Date