



150 East Main Street, Hillsboro, OR 97123  
4<sup>th</sup> Floor • 503/681-6153  
Fax: 503/681-6245  
www.ci.hillsboro.or.us

## SIGN ADJUSTMENT APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Ordinance prior to submitting an application. When applicable, applicants are also advised to submit three (3) draft application packages in advance of deadline dates for public hearings: a list of meeting dates and deadlines is available on request. **INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

### TRACKING INFORMATION (For Office Use Only)

Planner \_\_\_\_\_ File # \_\_\_\_\_ Hearing Date \_\_\_\_\_  
Applicant \_\_\_\_\_ Property Owner \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Site Address \_\_\_\_\_

Sign Frontage Street \_\_\_\_\_

Comp. Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_ (acres or sq. ft.)

Sign District: (please check one)

- Residential     Commercial/Industrial     Station Community Commercial     Industrial Park/Research Park
- Sunset Highway Billboard     TV Highway Billboard     TV Highway Corridor

### PROJECT INFORMATION:

Business/Project Name: \_\_\_\_\_

Type(s) of sign(s): (please check all that apply)

- Wall     Projecting     Freestanding     Bulletin Board     Billboard     Roof     Other \_\_\_\_\_
- Awning     Balloon     Electronic Message     Electric     Illuminated     Non-Illuminated

Size of sign: \_\_\_\_\_ sq. ft.    Dimensions of sign: \_\_\_\_\_

Height of sign: \_\_\_\_\_    Valuation of sign: \$ \_\_\_\_\_

Square Footage of building elevation(s) where proposed sign(s) will be located: \_\_\_\_\_ sq. ft.  
(Applicable only to signs mounted on buildings.)

CONTINUED ON PAGE 2

# SIGN ADJUSTMENT APPLICATION (CONTINUED)

Summary of Adjustment Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The summary provided above must be part of a more extensive written narrative that describes the project and justifies the requested Sign Adjustment based on the approval criteria. For more information review the Approval Criteria and Submittal Requirements attached.

Does the proposed sign require a building permit?  Yes  No

Does the proposed sign require an electrical permit?  Yes  No

Is the proposed sign for an Automotive Service Station?  Yes  No

Is the proposed sign included in a Comprehensive Sign Plan?  Yes  No (If Yes, please attach a copy of the plan.)

Was the proposed sign included in the review process of a previous land use approval?  Yes  No

(If Yes, please list the land use case file numbers, e.g.: PUD 1-05, DDP 2-05, DR 3-05) \_\_\_\_\_

## OWNERSHIP AND APPLICANT INFORMATION

Property Owner Name(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property?  Yes  No (If Yes, please list tax map and tax lots)

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

(If more than one property owner, please attach additional sheet with names and signatures.)

Applicant \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

## COMPLETENESS CHECK For Office Use Only

Received by \_\_\_\_\_ Date \_\_\_\_\_

Accepted as complete by \_\_\_\_\_ Date \_\_\_\_\_

Additional reviews pending?  YES  NO If yes, what is the File # \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee(s) Paid \_\_\_\_\_

# APPROVAL CRITERIA AND REQUIREMENTS

## (ADJUSTMENTS TO THE STANDARDS OF THE MUNICIPAL CODE CHAPTER 11.32)

### Approval Criteria and Application Submittal Requirements

1. The application shall include written responses and supporting information or plans as needed to demonstrate satisfaction of the approval criteria and requirements for an Adjustment to the Sign Code numeric standards are listed in Section 11.32.290 of Chapter 11.32 of the Hillsboro Municipal Code (HMC), as follows:

#### 11.32.290 Adjustments

- A. Adjustments to the standards relative to the location of a sign within the subject property, the sign height limits or the maximum sign area may be allowed upon filing a written request with the city.
- B. Requests for adjustments must be filed with the city on a form provided by the city and accompanied by a fee set by council resolution. The request must include the sign permit application information required under HMC 11.32.280(D), the specific standard to which the adjustment is requested, the amount of the adjustment and written responses to the following:
  1. How would compliance with the applicable standard create an unnecessary hardship due to the physical conditions of the property (topography, lot size or shape, or other circumstances over which the applicant has no control), which are not present on other properties in the same vicinity or sign district?
  2. Is the adjustment necessary to allow display of a sign comparable with those on other properties in the same sign district and general vicinity?
  3. Does the hardship result from actions of the owner or previous owner or from personal circumstances of the owner or previous owner, such as physical condition, age or financial situation?
  4. Will approval of the adjustment adversely affect the function or appearance of the development or use of the subject property and surrounding properties?
  5. Will approval of the adjustment impose limitations on other properties and signs in the area?
- C. The PZHB will conduct a public hearing on the request for adjustment and approve, approve with conditions or deny the adjustment, based upon the evidence at the hearing. The PZHB may impose such conditions as deemed necessary to mitigate any adverse impacts that may result from approving the adjustment. The hearing shall be conducted under the procedures used by the board for a quasi-judicial land use hearing.
- D. The manager will provide written notice of the hearing by mail to owners of property located within 200 feet of the lot containing the proposed adjustment, using the names and addresses of owners as shown in the current records of the county assessor. Failure of a person to receive notice will not invalidate any proceeding or decision in connection with the application for an adjustment.
- E. The board will issue its decision in writing and explain the reasons why the adjustment was approved or denied. The decision will be sent by regular mail to the applicant at the address on the application. The decision of the board is final.

### 2. Additional Information and Application Fee:

The Sign Adjustment application shall include the following information required by HMC 11.32.280 (D):

1. A sketch of the site, drawn to scale, showing the approximate location of existing buildings and signs and the proposed sign;

2. Building frontage elevations, drawn to scale, showing the relative location and placement of the proposed sign;
3. An illustration of the proposed sign, drawn to scale, showing the design, elevations, sign face dimensions and area, and materials and engineering data demonstrating structural stability. The illustration of the proposed sign must not show the sign copy, but must show the size, style and design of the lettering, numbers and graphics;
4. The names and addresses of the:
  - a. Applicant;
  - b. Owner of the property on which the sign is to be located;
  - c. Manufacturer of the sign; and
  - d. Person installing the sign, along with their construction contractor board number.
5. A fee in the amount set by resolution. In addition to any other penalties imposed, the fee for a sign permit application submitted after construction begins is double.

**NOTE: When deemed necessary by the building official, building or electrical permits shall be obtained as a part of the sign permit process, which will follow if the Sign Adjustment application is approved.**

## **SUBMITTAL REQUIREMENTS**

### **(ADJUSTMENT TO STANDARDS OF THE SIGN CODE)**

- Ten (10) copies plus the original, signed application form with a written narrative describing and justifying the Sign Adjustment requested. This information must be reproduced so please print clearly using black or blue ink or type.
- Ten (10) copies plus the original of a site plan and other materials essential to understanding the proposal.
- All submitted material must be folded, in collated sets, and to scale (1" = 30', 1" = 100' or 1" = 200').
- The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

## **SUBMITTAL RECOMMENDATIONS**

- Applicants are advised to discuss any Sign Adjustment request with Planning staff prior to submittal of application.
- Applicants are advised to submit three (3) draft application packages one week in advance of deadline dates for public hearings.

### **FOR MORE INFORMATION PLEASE CONTACT:**

City of Hillsboro Planning Department  
150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
Phone: (503) 681-6153  
Fax: (503) 681-6245  
E-mail: [planning\\_dept@ci.hillsboro.or.us](mailto:planning_dept@ci.hillsboro.or.us)  
Website: [www.ci.hillsboro.or.us](http://www.ci.hillsboro.or.us)