



COMMUNITY DEVELOPMENT

PORTABLE SIGN – REGISTRATION APPLICATION

DOWNTOWN ECONOMIC IMPROVEMENT DISTRICT

In the Downtown Economic Improvement District a registered portable sign may be displayed on premise or on the sidewalk located in front of a building storefront. The sign may be allowed in lieu of a merchandise display.

Applicant / E-Plans Submitter Name _____

Email Address _____ Phone No. _____

Mailing Address _____ Suite No. _____

City _____ State _____ Zip Code _____

SIGN WILL BE LOCATED:

- On premise, with the permission of the property owner.
- On the sidewalk, in the right-of-way, and in lieu of a merchandise display.

Assigned Sign Location - Address _____

Name of Tenant / Business _____

Email Address _____ Phone No. _____

Mailing Address _____ Suite No. _____

City _____ State _____ Zip Code _____

Property Owner Name _____

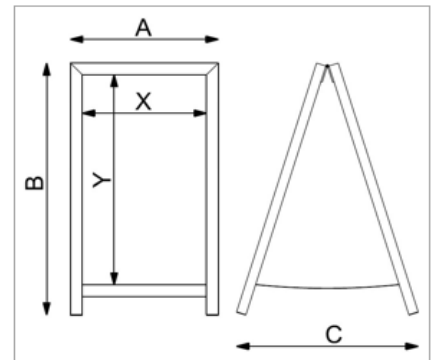
Email Address _____ Phone No. _____

Mailing Address _____ Suite No. _____

City _____ State _____ Zip Code _____

SIGN DIMENSIONS:

- A: (in. / ft.) Width - 2 feet maximum
- B: (in. / ft.) Height when displayed - 4 feet maximum
- C: (in. / ft.) Depth, when displayed
- X: (in. / ft.) Sign face width
- Y: (in. / ft.) Sign face height
- SQ. FT.: Multiply X x Y= square feet. 6 sq. ft. maximum, per side



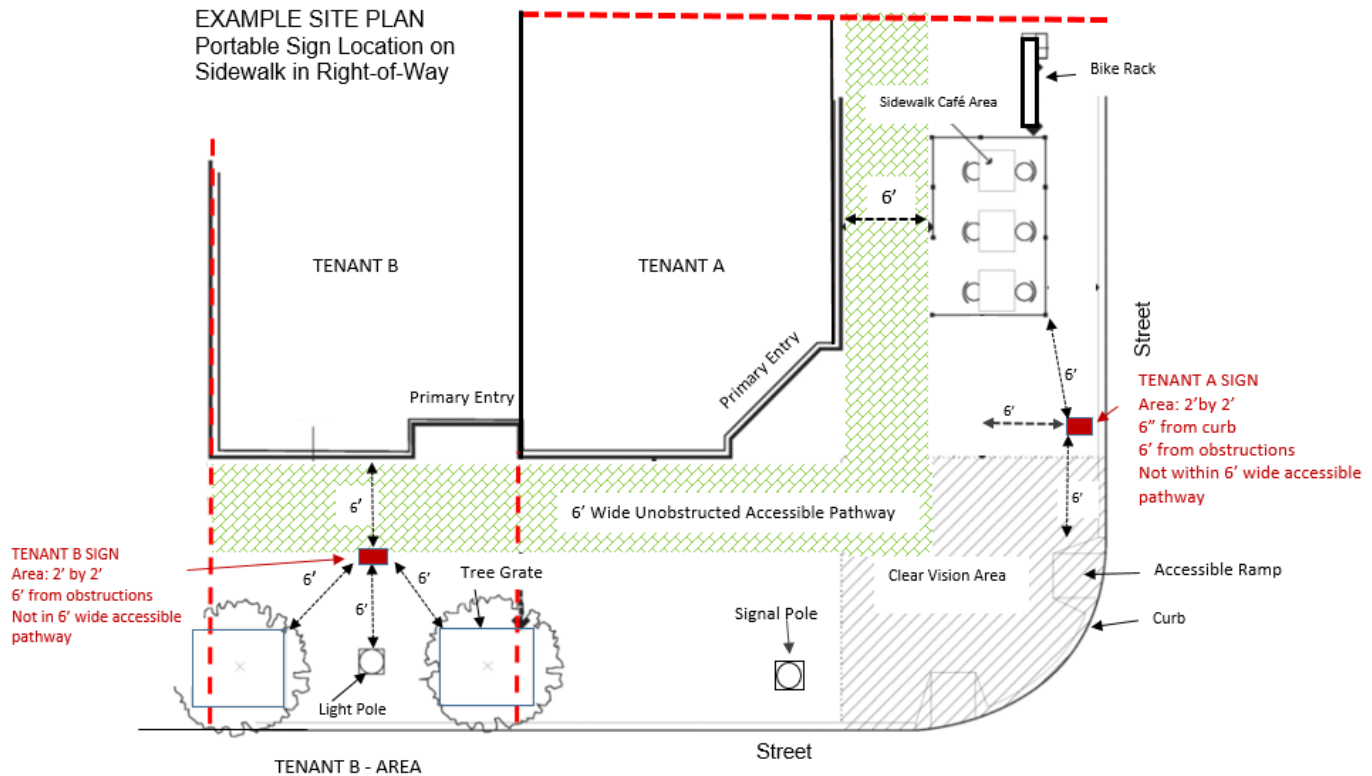
By signing or by clicking on the "I agree" button you acknowledge that you are the responsible party for all content and have the authority as, or from, the property owner to install the sign as requested. In addition, you certify that the information submitted with this application is true and correct.

I AGREE

Property Owner or Applicant Signature

PROVIDE DETAILED SITE PLAN SHOWING:

- Right-of-way in front of the buildings primary façade (storefront). Draw from property line to street curb.
- Location of all obstructions. Identify obstructions (i.e. tree grate, bike rack, bench, light pole, café area, etc.).
- Proposed sign location. Not more than one sign allowed per assigned primary façade (storefront).
- Dimensions from sign to all obstructions and the 6 foot wide accessible pathway. Sign must be a minimum of 6 feet from all obstructions, accessible pathway, and must not conflict with parked vehicles or required fire escape exits from buildings.
- 6 foot wide accessible pathway across the length of the building primary façade (storefront).



- Key:**
- Property / Lease Line - Show lines extending from the buildings primary façade (storefront) to the street curb. The area in front of the building, on the sidewalk, is the area that must be included in the detailed site plan and where the sign may be allowed.
 - Proposed portable sign location and area of coverage. The portable sign location and the area of coverage must be shown on the site plan. One sign may be allowed per primary façade (storefront) as defined in the Sign Code.
 - 6 foot wide unobstructed accessible pathway

ELECTRONIC SUBMITTAL

Please complete this application, save it to your computer, and e-mail it to bendcdd@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Applicable fees may be paid on-line, in person, or mailed to the City of Bend, Community Development Department, Permit Center located at 710 NW Wall Street, Bend, OR 97703.