



COMMUNITY DEVELOPMENT

COMPREHENSIVE SIGN PLAN APPLICATION

New Comprehensive Sign Plan (CSP) Modification to Original CSP # _____

Contact Information

Sign Company: _____ Phone: _____

Address: _____ Email: _____

Applicant / Eplans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

Property Information

Business or Complex Name: _____

Site Address: _____ Tax map & lot number: _____

Sign District: _____ Zoning District: _____

Proposal

Summary of Request: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. 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. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97701. Credit card payments may also be made by phone after you receive the eplans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

- Written narrative addressing the approval criteria.
- Site plan to standard industry scale. The site plan shall contain the following information (as applicable):
 - Location of existing structures;
 - Existing signs;
 - Proposed signs;
- Building Elevations (for wall signs) to standards industry scale with proposed sign and dimensions.
- Colored illustration of proposed signs to standard industry scale including;
 - Sign dimensions and area calculation;
 - Illumination;
 - Materials and engineering demonstrating structural stability;

BEND CODE 9.50 SIGNS

9.50.170 Sign Plan

A Sign Plan is intended to integrate the signs proposed for a nonresidential development project with the overall site design.

- A. Applicability. The submittal of a Sign Plan shall be optional.
- B. Approval Process and Limitation. Sign Plans shall be reviewed through the Type II adjustment to standards process. An increase in sign height or sign area of more than 25 percent or an increase in the number of signs is not allowed.

9.50.150 Adjustment to Standards

- E. Criteria of Approval. The Community Development Director or designee shall review the application and approve, approve with conditions or deny the request. A decision and any conditions placed on the decision shall be in writing. The decision shall include findings demonstrating that all of the following criteria have been met:
 1. a. Unusual conditions associated with the sign location have been identified that interfere with the reasonable visibility of the sign;
 - b. There are proposed sign design elements that are in scale with and compatible with the landscape, topography, building design and surrounding district but are not otherwise permitted by this code;
 2. The request does not create a vision clearance hazard for pedestrians, motor vehicles or bicyclists;
 3. The request does not impede public safety or adequate emergency access to the site;
 4. The request does not impact public or private easements;
 5. The request does not limit solar access standards for abutting properties. In order to meet this criterion, the Director may require that the sign structure be placed as close to the south property line as possible; and
 6. The request otherwise complies with the provisions of the Sign Code.