

Regulations and Application Procedure for A-Frame/Sandwich Board Signs

(This handout applies to A-Frame /Sandwich Board signs only.
For regulations for other types of signs please refer to the Sign Standards
in the City of Grants Pass Municipal Code Chapter 9.21)
(Revised 1/10/2019)

In the Central Business District:

1. One A-Frame/Sandwich Board/Sign on Wheels not to exceed 8-square feet in area per side for each business entrance is allowed. The edges of each sign face shall not be more than 36-inches apart. The sign may not be lighted or powered by any means.
2. The sign may be located within the public right-of-way (sidewalk) if placed directly in front of the business displaying the sign.
 - a. The sign must be placed to allow a minimum of 4 feet of clearance on the sidewalk.
 - b. In no case may the sign be displayed when a business is closed.

In all Commercial and Industrial Zones located outside the Central Business District:

1. One A-Frame/Sandwich Board/Sign on Wheels not to exceed 12-square feet in area per side for each business entrance is allowed. The edges of each sign face shall not be more than 38-inches apart.
2. Signs shall not be located within the public right-of-way except:
 - a. During a community event sponsored or officially sanctioned by the City,
 - b. On weekends, or
 - c. After 6:00 p.m. on weekdays.
3. The sign must be placed to allow a minimum of 5 feet of clearance on the sidewalk.
4. Signs are allowed on private property, however, in no case may these be displayed when a business is closed.

Application Procedure

Sign Permit submittal hours:	Monday – Friday 8:00 a.m. to 10:00 a.m. and 2:00 p.m. – 4:00 p.m.
Location:	Community Development Office, 101 NW A Street, upstairs Room 201
Application Fee:	\$95.75 (paid upon submittal)
Permit Fee:	\$2.03 per square foot of sign face, plus 22% Planning/State surcharge on total amount of fees (paid upon issuance of permit) Fees effective as of 1/01/2019-12/31/2019
Application Form:	An application form can be downloaded from the City website at grantspassoregon.gov or are available at the Community Development office
Review Period:	Applications for signs are processed within 5 working days. The City Permit Technician will call you when the permit is ready for pick-up.

Submittal Requirements:

- Completed application form
- On a separate sheet of paper, show a sketch and/or provide pictures of the following:
 - The location of the business and entrance of the building
 - The dimension (width) of the sidewalk measured in feet
 - The proposed location for the sandwich board sign measured in feet from the building and edge of sidewalk (SEE SKETCH A)
 - The length and width of the sign face (SEE SKETCH B)
 - The distance between each edge of the sign at the base and the height of the sign when the sign is displayed (SEE SKETCH C)

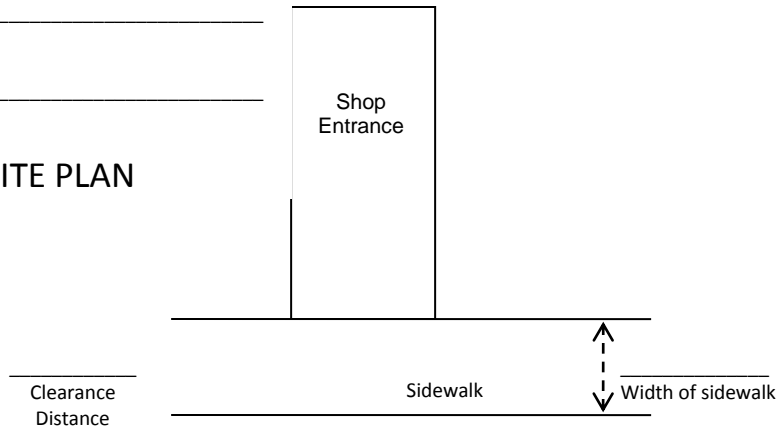
A-FRAME/SANDWICH BOARD SIGN PLANS

Address _____

Business Name _____

Phone Number _____

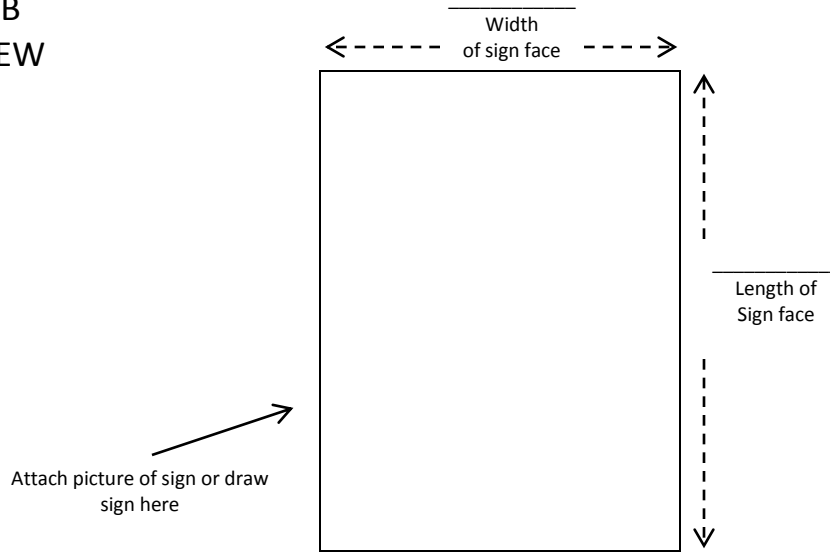
SKETCH A SITE PLAN



Please add the following items:

- Address
- Business Name
- Location of proposed sign
- Width of sidewalk
- Width of clear sidewalk at the location of the sign
- Location of trees, fire hydrants, sign posts, and other items in the right of way.

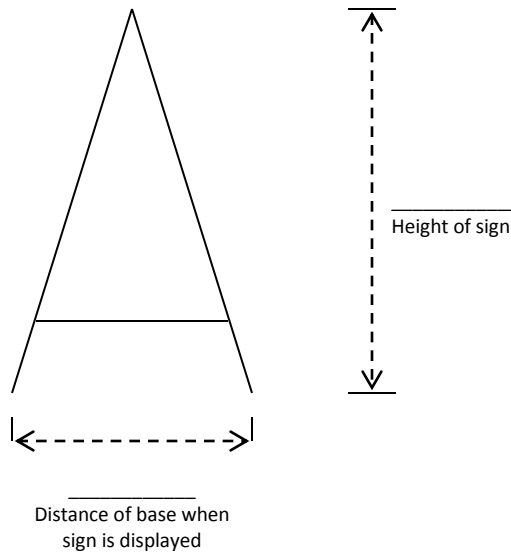
SKETCH B FRONT VIEW



Please add the following items:

- Attach a picture of the proposed sign, or draw basic design
- Sign face width
- Sign face length

SKETCH C SIDE VIEW



Please add the following items:

- Sign height
- Distance of base when sign is displayed

For Office use only

Permit # _____