

CITY OF COLUMBIA CITY  
1840 Second Street - PO Box 189 - Columbia City, OR 97018  
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**SIGN REQUEST APPLICATION**

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

REQUEST \_\_\_\_\_

LOCATION \_\_\_\_\_

ZONE DESIGNATION \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

A sign request application shall be submitted and processed in accordance with Chapter 7.102 of the Columbia City Development Code, see attached copy of code. Application forms must be accompanied by a fee in the amount of \$50.00 for each sign.

SIGNATURE (applicant) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (owner)(agent) \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*  
\*\*\*OFFICE USE ONLY\*\*\*

Date Filed \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

- Drawing Received including: colors, lettering, symbols, logos, materials, size and area
- Elevation and Plot Plan Received including: sign location on structure or lot, method of illumination, if any, and similar information.

**APPROVAL**

SIGNATURE (Building Official) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (City Administrator) \_\_\_\_\_ DATE \_\_\_\_\_