



**CITY OF ASTORIA**  
 Founded 1811 • Incorporated 1856  
 COMMUNITY DEVELOPMENT  
 1095 Duane St., Astoria, OR 97103

**Sandwich Board Permit# SB \_\_\_\_\_**  
 Annual Permit Fee **\$10.00/year**

**SANDWICH BOARD (PORTABLE SIGN) PERMIT**

Applicant's Name (print): \_\_\_\_\_ PH #: \_\_\_\_\_

Business Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Business Mailing Address (if different from above): \_\_\_\_\_

**Sandwich Board Sign** *(One Application Per Sign)*

Will the SB sign be placed in front of your business?

Yes       No

If NO, please provide authorization (below) from the property owner where you will be placing your portable sign:

\_\_\_\_\_  
 ADDRESS where the portable sign will be placed

\_\_\_\_\_  
 BUSINESS / Property name associated with the address

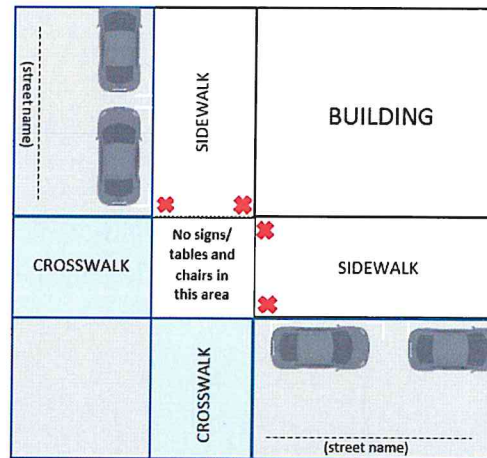
\_\_\_\_\_  
 NAME of Property Owner or Authorized Agent *(please print)*

\_\_\_\_\_  
 SIGNATURE of person giving permission to use their portable sign space

Will the sign be placed near a corner?

Yes       No

If yes, indicate where by **circling** the appropriate 'X' on the diagram below:



Portable signs (i.e., sandwich boards) may be allowed on sidewalks, **during business hours**, in accordance with **Astoria Code 5.060**. Sandwich board signs shall not exceed eight (8) square feet on each side and shall not exceed a maximum height of four (4) feet, or a maximum width of two (2) feet. Signs shall be placed at the curb or against the building at the approved location.

It is the responsibility of the permit holder to provide an unobstructed passageway on the sidewalk in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The permit holder shall keep the sign clean and well maintained. The permit shall be valid for the calendar year, or any part thereof, and shall expire on December 31. Renewal is not guaranteed. In addition to any other method of enforcement, this ordinance may be enforced by immediate removal by the City without prior notification.

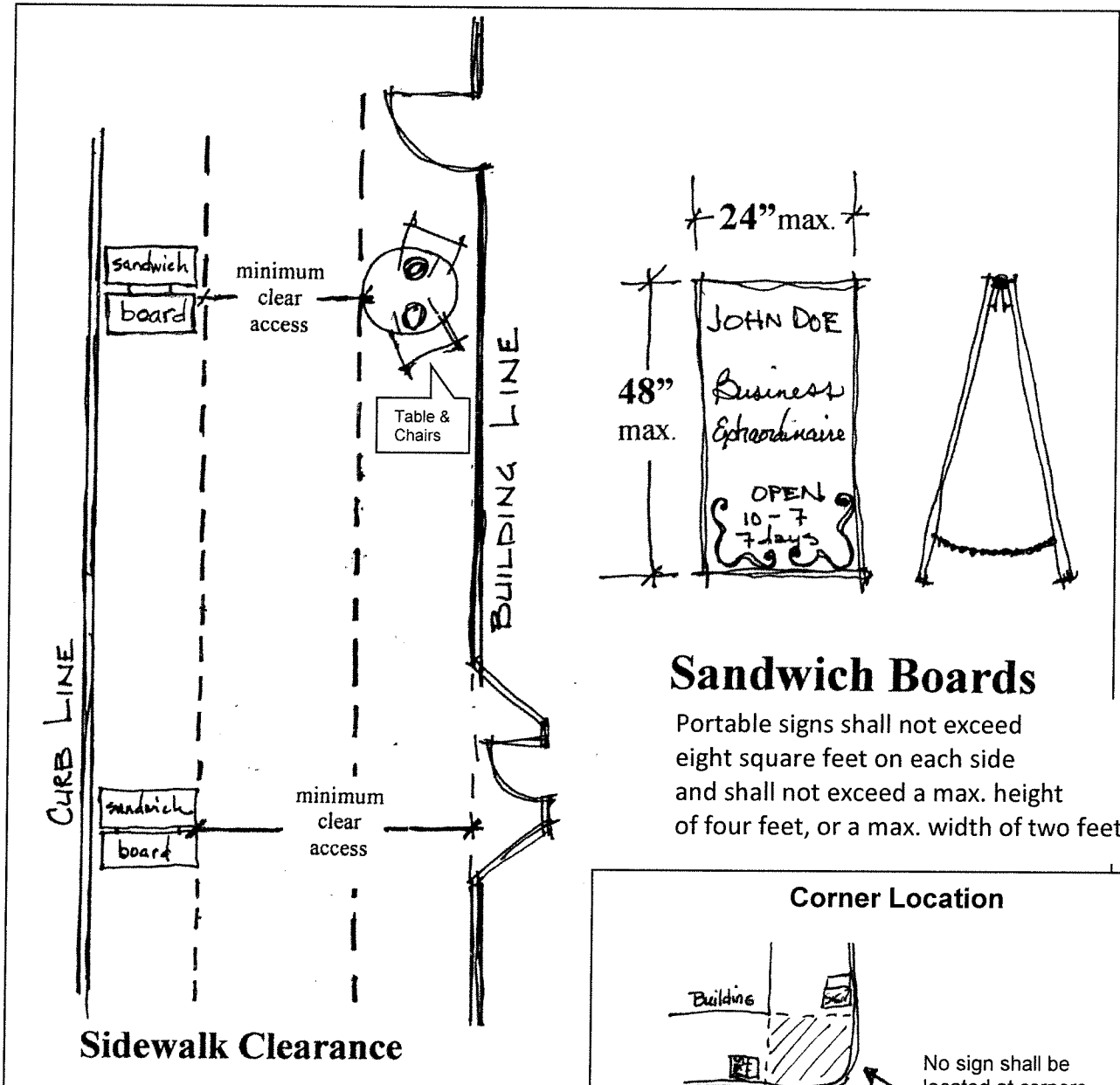
Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

*Last revised 12/5/19*

Approved by:		Permit Info entered into D-Base:	
Date:		\$10.00 Permit Payment Received:	
		Method:	

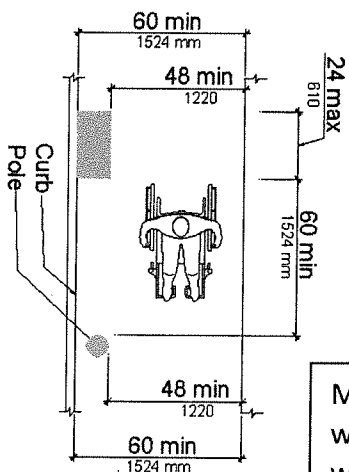
# LOCATION OF PERMITTED ITEMS ON SIDEWALKS



**Sidewalk Clearance**

## Sandwich Boards

Portable signs shall not exceed eight square feet on each side and shall not exceed a max. height of four feet, or a max. width of two feet.



Minimum clear access for sidewalks must meet current Americans with Disabilities Act Accessibility Guidelines. As pictured (left), the width of the pedestrian access route may be reduced to 48 inches and minimum spacing of 60 inches between objects intruding into the pedestrian access route.

## Corner Location

