



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

1095 Duane St., Astoria, OR 97103 • planning@astoria.or.us

Permit# SB _____

Annual Permit Fee **\$10.00/year**

PORTABLE SIGN (Sandwich Board) PERMIT

(Limit 1 sign per frontage; 1 application per sign)

Applicant's Name (print): _____ PH #: _____

Business Name: _____ E-mail: _____

Business Street Address: _____

Business Mailing Address (if different from above): _____

Will the portable 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

Sign Dimensions:

Height: _____ ft (max 4 ft)

Width: _____ ft (max 2 ft)

Area (per side): _____ sq. ft. (max 8 sq. ft.)

Location of Sign Placement:

☐ Curbside

☐ Against Building

ACKNOWLEDGMENTS (Initial Each)

_____ I understand only one portable sign is allowed per business frontage.

_____ The sign will not block ADA-compliant passageways, access to parked vehicles, or building entrances.

_____ The sign will not be illuminated or have moving parts.

_____ The sign will be well-maintained and removed outside of business hours.

_____ I will not place the sign on a corner or within a corner radius.

_____ I accept full liability for damages caused by the placement or condition of the sign.

_____ I will comply with the Americans With Disabilities Act Administrative Guidelines (ADAAG).

Applicant's Signature: _____ Date: _____

For Office Use Only

Last revised 05/2025

Approved by:		Permit Info Recorded:	
Date:		\$10.00 Permit Payment Received / Method:	

Key Placement Requirements:

- Place the sandwich board at the Parking “T” or Parking “L” marking **between parking spaces**.
- **Clearance:** Maintain a **minimum 48-inch clear width** along the sidewalk to comply with ADA accessibility standards.
- **Proximity:** Ensure the sign is adjacent to your business's frontage.
- **Avoid:** Do not place signs on corners or obstruct building entrances, exits, or legally parked vehicles.

SITE PLAN

Please use the space below or attach separately