



City of Salem
Community Department
Building & Safety Division
555 Liberty Street SE, Room 320
Salem, Oregon 97301-3503
Telephone: 503-588-6256
TTY: 503-588-6115

RIGHT-OF-WAY SIDEWALK SIGN PERMIT

PW PR Fee-PID: 65832.003	\$28.00
Permit Fee-12570.500	\$00.00
Processing Fee-12570.500	\$12.50
Automation Fee	\$2.50
Total Payment	\$43.00

Sticker No.

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Central Business District

Right Of Way Sidewalk Sign Permit

Business Name: _____

Address: _____

Manager/Owner: _____

Phone: _____ Contact Person: _____

Property Owner: _____

Property Owner Address: _____

Application is hereby made for a permit to locate a **sidewalk sign** in accordance with Chapter 62 of the City of Salem Revised Code. A permit holder shall be limited to the use of the sidewalk area directly in front of the business structure occupied by the permit holder except where the permit holder first secures written approval from the business adjacent to the sidewalk area (permission must accompany application). Right-of-way sidewalk signs are only permitted in a Central Business Zone and are limited to no more than 30 inches tall and 24 inches wide. This permit will only be effective for a maximum of one year beginning January 1 through December 31. Allow one week for processing.

Items to be included:

- 1) Certificate of Insurance
- 2) Layout of Sidewalk Area Adjacent to Business along with location of building.
- 3) Plans of the Proposed Sign

Is the business adjacent to sidewalk sign location within the Central Business Zoning District? Yes No

The sidewalk sign permitted by this application shall have a valid sticker displayed on its face. A fee will be charged for replacement of lost or stolen stickers.

I shall hold the City of Salem, its officers, agents, and employees free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

Applicant Signature: _____

Date: _____

Owner of Property

Approved By: _____

Date: _____

Department of Public Works

The following conditions shall be placed upon the issuance of a sidewalk sign permit:

1. A sidewalk sign shall be limited in size to no more than 30 inches tall and 24 inches wide.
2. Sidewalk signs shall not be designed to imply traffic controls or resemble a traffic control device.
3. A pedestrian pathway not less than five feet wide, and a vehicle buffer zone of not less than three feet wide, shall be kept clear for use of pedestrians and shall not be obstructed by placement of a sidewalk sign Appendix 7, Figure 2.. The five foot unobstructed pedestrian pathway shall begin either where the public sidewalk and the property line meet Appendix 7, Figure 2., or between the sidewalk sign and the street when the sidewalk sign is placed next to a building or property line and then extends into, or is placed entirely on, the adjacent public sidewalk Appendix 7, Figures 3a and 3b..
4. The placement of a sidewalk sign shall be limited to the normal business hours that the permit holder is in operation, and shall be removed from the sidewalk during such time as the permit holder's business is not open for business.
5. Placement of a sidewalk sign shall be within the sidewalk area directly in front of the business structure occupied by the permit holder; provided, however, that a permit holder may place the sidewalk sign on the sidewalk in front of an adjacent business if the permit holder first secures written approval from such adjacent business, and files such written approval with the building official. The adjacent business approving the placement of sidewalk sign placement may revoke such approval, with or without cause, with 15 days advance notice to the building official and the permit holder. Notwithstanding any other provision in this subsection, no more than one sidewalk sign shall be permitted in the right-of-way adjacent to a given business structure.
6. No sidewalk sign shall be located in an alley or a sidewalk intersection, or shall be located on or attached to streetscape landscaping or furniture.
7. A sidewalk sign permit holder shall obtain and maintain current liability insurance and submit a certificate of insurance in conformance with SRC Chapter 42.025.
8. The sidewalk and sidewalk sign shall at all times be maintained in a clean, safe and attractive condition.
9. The permit holder shall at all times assure that its use of the sidewalk in no way interferes with or limits free and unobstructed passage of the sidewalk.
10. Each sidewalk sign shall have a valid permit displayed on its face.
11. Each permit shall terminate December 31st of the year in which the permit is issued.
12. A sidewalk sign permit may not be assigned or transferred to any third party.
13. In addition to any condition required by this section, the building official may impose other conditions deemed necessary to protect public health, safety and welfare.

