

## APPLICATION SUBMITTAL REQUIREMENTS

### **Sign Adjustment (less than or equal to 10% of a numerical standard) (Staff Level Type I decision-making process)**

The following must be submitted with a City of Newport Land Use application for a sign adjustment processed as a Type I decision:

- 1. A site plan prepared by a registered surveyor or licensed professional civil engineer and drawn to scale with appropriate survey monuments shown, showing the dimensions and arrangement of the proposed sign on the applicant's lot.
- 2. For requests to deviate from sign height limitations, architectural elevations drawn to scale illustrating the proposed sign.
- 3. An illustration of the proposed signage.
- 4. An inventory of all signs including the location, type and size of each sign on the property.
- 5. A current 18" x 24" Lincoln County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 200 feet of the subject property. *(Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport)*
- 6. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area described in #5 above.
- 7. Written findings of fact addressing the following criteria:
  - That the adjustment is consistent with the purposes of the sign code, as provided in Newport Municipal Code §10.10.010 and §10.15.005; and
  - That the adjustment will allow for placement of a sign with exceptional design, style, or circumstance, or will allow a sign that is more consistent with the architecture and development of the site; and
  - That the adjustment will not significantly increase or led to street level sign clutter, nor will it create a traffic or safety hazard.
- 8. A written explanation of the specific request (e.g. a height adjustment) and the percentage of variance requested.
- 9. Fee of \$645.00.