



City of Scio

Planning File No.:

PO Box 37  
38957 NW 1<sup>st</sup> Avenue  
Scio, OR 97374

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### Conditional Use – Electronic Message Sign - Application

#### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

#### Applicant Certification

***I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.***

***I acknowledge and agree that I will be responsible for any additional cost incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft. or acres): _____	
Current Use of Property: _____	

#### PROPOSED USE

Reason for requesting conditional use: _____
_____
_____

**Proposed Size and Location of the Proposed Electronic Message Sign (attach site plan & sign plans)**

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Describe uses of property surrounding your property (attach additional page if needed):

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

Describe the existing buildings and uses on the property (attach additional page if needed):

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Describe the physical characteristics of your property (areas subject to problems of flooding, location of drainage ways, wetlands, etc.) (attach additional page if needed):

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Describe any potential impacts to adjacent properties – color of lights, brightness, glare, hours of operation, etc. Will the proposed electronic message sign affect the livability or development of adjacent properties? Attach a narrative to explain the impacts on adjacent properties or uses.

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**FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY**

*The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.*

*If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.*

*By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.*

**PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION**

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

## REQUIRED SUBMITTALS

Signed Application

A \$250 Fee

Site Plan showing the following information:

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- a. The boundaries and dimensions of the property.
  - b. The location and use of existing buildings on the property, and the distance of these buildings from the property lines and the distance of the buildings from the proposed sign.
  - c. The location and proposed electronic message sign.
  - d. Hours of operation.

Electronic Message Sign plans. A drawing or picture of the proposed sign showing the appearance and dimensions of the proposed electronic message sign. Show height, length, width and area of the sign to be used for electronic messaging. Provide manufacturers plans and lighting characteristics (color, brightness and information on the ability to regulate brightness, colors, etc.)

Applicant's Narrative. Provide a brief narrative describing the proposal, addressing the conditional use approval criteria in Section 8.070 of Scio Zoning Ordinance No. 561. *See below.*

## APPROVAL CRITERIA

A proposal for a conditional use permit to install an electronic message sign must comply with the following criteria

1. The location, size, design, and operating characteristics of the proposed development are compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood.
2. The proposed development site has the physical characteristics needed to support the use considering factors such as potential drainage problems and access to a public street.
3. The proposed development will not unduly affect the capacity of current public facilities including streets and utility systems.
4. The proposed development is consistent with the goals and policies in the comprehensive plan.

## APPROVAL PROCESS

The Scio Planning Commission will hold a public hearing and make a decision to either approve or deny the proposal. A written notice of decision will be issued by the City.

***This information is only a summary. For additional information or clarification, please refer to the Scio Zoning Ordinance No. 561 or request clarification from city staff.***

**OFFICE USE ONLY**  
**PROCESS SUMMARY TIMELINE**

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____