



**CITY OF MEDFORD  
PROCEDURES  
FOR  
SIGN DESIGN  
CERTIFICATES**

Any person wishing to erect a sign in the City of Medford shall first obtain a permit from the City of Medford Building Department in accordance with the following procedure:

1. Any application for a sign permit shall be obtained at the Building Department in Room 115A, City Hall.
2. The official application form, in duplicate, shall be completed by the applicant, and shall include:
  - a. photographs of existing buildings and signs;
  - b. two accurately scaled and detailed drawings of the proposed sign(s), including location, dimensions, projection, materials, colors, illumination, etc;
  - c. site plan indicating building setback and proposed sign setback from property lines;
  - d. any other information deemed necessary by the Building Commissioner or the Office of Community Development;
  - e. a filing fee of \$25.00 in the form of a check made payable to "The City of Medford".
3. The completed application forms, photographs, drawings, etc., and fee shall be submitted to the Building Department, and forwarded by the Building Department to the Office of Community Development for review to ensure conformity with all the guidelines set forth in the ordinance. The review shall be completed within ten (10) working days of the date of the application.
4. Approval of the application by the Office of Community Development shall result in the issuance of a Sign-Design Certificate, which shall be forwarded to the Building Department, for issuance of a permit for the sign(s). The sign application once reviewed, can be picked up at the Building Department. A building permit must be obtained prior to the erection of any signs.

5. Any application that is not approved shall contain the reasons for disapproval, citing relevant sections of the sign ordinance. An appeal of the decision can be made to the Medford City Council in accordance with Section 94 - 305 (b).
6. Failure of the Building Department or the Office of Community Development to act on an application within ten (10) days of the filing date shall result in automatic forwarding to the Medford City Council.

#### **Right to Appeal**

An appeal to the City Council shall be made within fourteen (14) days of the date of the decision being appealed. Notice of the appeal, including a copy of the rejected application and all related materials, shall be filed with the City Clerk at least one week prior to the next regularly scheduled City Council meeting for consideration.

**FEES:** Please make checks payable to City of Medford

OCD Review Fee- \$25

Building Permit Fee- \$4.00 per \$100 of the total cost  
minimum fee \$15.

Sign Reinspection Fee- \$25 every three years