



**Right-of-Way Permit Application  
Reference Sheet**  
**Permit Type: Sign Installation**

**Do not submit this checklist.**  
It is intended as a reference for the permittee only and does not need to be made part of the permit application submittal packet.

**Minimum Submittal Requirements Checklist**

No.	Item / Description
1	Completed Application: Signed and dated
2	<p><b>Traffic Control Devices</b> Permit Fee: \$0.00 This permit is only valid when traffic control devices are placed under the guidance of another public agency and are intended for the advance warning of traffic control on an adjoining jurisdictions roadway.</p> <p><b>Other</b> Permit Fee: \$0.00 This permit is for signs, banners or other objects that convey a meaning, installed in Washington County's right-of-way and installed by another jurisdiction. Signs must be compliant with applicable sign ordinances.</p> <p><b>Neighborhood Watch</b> Permit Fee: \$25.00 (payable by cash, check, Visa, or Master Card) – (Fee includes processing of the application and the installation of up to four (4) signs) on streetlights or existing sign posts. Additional signs or free standing sign posts will be installed at a cost of \$75 per sign)</p>
3	<p>Site Plan:</p> <p>Include the following:</p> <p>a) Plan view of the project site b) Proposed location for each of the signs (being as specific as possible) c) Proposed mounting site (existing sign post, light post, or free standing sign post)</p>

**Permit Issuance Process**

No.	Item / Description
1	County reviews application, in the order it was received. Additional information from the Applicant may be needed.
2	County prepares permit, develops conditions & special provisions.
3	Applicant is issued the permit. (Note: For Neighborhood Watch signs, the \$75 cost for additional signs or free standing sign posts will be collected prior to issuance of the permit.)

Neighborhood Watch Signs

1. Application must be from an active neighborhood watch group recognized by the Sheriff's Office. Contact the Washington County Sheriff's Office at <http://www.co.washington.or.us/sheriff/> or by calling 503-846-2579 for more information.
2. Applicant shall provide Washington County with approved signs and installation hardware, unless otherwise approved. Signs shall be 9" x 12" and may be obtained from the National Neighborhood Watch Institute ([www.nnwi.org](http://www.nnwi.org) or 888-669-4872).
3. Applicant or the neighborhood watch group must provide ongoing maintenance of the sign and provide Washington County with replacement signs if they get damaged, vandalized, or removed.