



**City of  
Portland, Oregon**  
**Bureau of Development Services**  
FROM CONCEPT TO CONSTRUCTION

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**Administrative Rule for Neighborhood Contact Sign  
DRAC June 20, 2019**

**Summary of Neighborhood Contact Sign Requirements**

A sign must be posted on the proposed development site at least 35 days prior to building permit of land use review application. The sign is required:

- In most zones, for projects adding more than 10,000 square feet of building area;
- For all projects adding more than 10,000 square feet of building area that also require design review; and
- For all land divisions that create 4 or more lots, and all land divisions that also require environmental review.

All signs must provide certain information about the project including contact information for the applicant, neighborhood association and district coalition, and a written summary and site plan of the proposed development. Some projects also require that the applicant hold an informational meeting. In those cases, the sign must provide information about the meeting.

**Key Dates**

|                           |   |
|---------------------------|---|
| <b>May 8, 2019</b>        | Neighborhood Contact code amendments adopted by Council, to be effective December 2, 2019   |
| <b>June 18, 2019</b>      | First proposed draft of administrative rule published   |
| <b>August 2, 2019</b>     | Comments due on first draft of administrative rule  |
| <b>@August 15, 2019</b>   | Second draft of administrative rule published   |
| <b>@Sept. 16, 2019</b>    | Public hearing on administrative rule   |
| <b>By October 1, 2019</b> | Final draft of administrative rule adopted<br>Sign template and informational materials available   |
| <b>December 2, 2019</b>   | Code amendments effective<br>Administrative rule effective<br>All subject permit applications and land use review applications must have completed the required posting prior to application submittal. |

**Contact**

**Administrative Rule for Sign**

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**Other Neighborhood Contact Requirements**

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