



# City of Portland

## Bureau of Development Services

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## PERMANENT RULE

# Neighborhood Contact Sign

**RELATING TO**  
Title 33 Planning and Zoning

**FOR INFORMATION CONTACT**  
BDS Planning and Zoning (503-823-7526)

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**TOPIC** Specifications for On-Site Notices (Signs) in fulfillment of the Portland Zoning Code Neighborhood Contact Requirement

### **AUTHORITY**

Section 33.705.020 of Portland City Code (PCC) (effective December 2, 2019) authorizes and directs the Bureau of Development Services to adopt and administer Administrative Rules that implement PCC Title 33, Zoning Code, and that set forth the substantive and procedural requirements for a sign located on the development site as required as part of the Neighborhood Contact requirement in the Zoning Code. The purpose of this administrative rule is to establish requirements that allow implementation of the Zoning Code.

### **CITATION**

**PCC 3.30.010 Duties of the Bureau of Development Services.**

The Bureau of Development Services shall be responsible for:

- B.** The application and enforcement of the provisions of Planning and Zoning Regulations, Title 33 as delegated by the Director of the Bureau of Planning and Sustainability.

### **PCC 33.705 Neighborhood Contact.**

- A.2.c, B.2.c, C.2.c** The Director of the Bureau of Development Services has the authority to adopt administrative rules to determine the size and layout of the sign.



# Administrative Rule

## Neighborhood Contact Sign

### I. Intent and Purpose

The purpose and intent of this rule is to describe the neighborhood contact sign specifications for upcoming development projects that are required to complete the neighborhood contact processes in Portland City Code Chapter 33.705, Neighborhood Contact. The neighborhood contact sign is one component of the neighborhood contact requirement. The neighborhood contact sign is intended to draw the attention of passers-by and to provide a way for the community to find out about a development proposal before construction begins.

### II. Definitions

**A. Director:** The Director of Bureau of Development Services (BDS).

**B. Neighborhood Contact Sign (Sign):** A notice on the site of a future building permit or land use review that is intended to notify passers-by about the future development.

### III. Neighborhood Contact Sign Specifications

When Neighborhood Contact is required by Title 33.705.020, the applicant must post a notice on the site of the development.

#### A. Template

A template provided by BDS must be used for the neighborhood contact sign. BDS will provide the template to the applicant. The applicant is responsible for entering required content into the template, printing, and posting the sign.

#### B. Design specifications

1. The sign must be 5'x4' in size,
2. The sign must be made of a material that will last at least six months outside. The sign must be mounted on two posts or on an existing wall or fence, and the bottom edge of the sign must be 2 feet off the ground.
3. All content, including bullets, should be in Open Sans font. Font size minimum is 50pt.

### C. Content specifications

Project information on the sign must include:

1. Summary of the proposed development. The summary must include:
  - a. For buildings:
    - i. site address
    - ii. number stories of the proposed building(s),
    - iii. proposed uses of the building(s) and, if known, their general locations within the buildings(s),
    - iv. for residential uses, the number of dwelling units proposed;
    - v. whether or not off-street parking is proposed, and
    - vi. zoning of the site,
  - b. For land divisions:
    - i. site address,
    - ii. number of lots,
    - iii. future development type (ex. Single dwelling detached, attached dwellings, industrial park, etc.)
    - iv. whether or not off-street parking is proposed, and
    - v. zoning of the site
2. Name of the project applicant. Provide both a phone number and email address.
3. Name of the primary contact person for the project, if different from the applicant. Provide both a phone number and email address.
4. Any other relevant project information, such as project website.
5. Name and contact information for BDS. Include the phone number for the BDS Zoning Information Line (503-823-7526) and the BDS neighborhood resources website ([www.portlandoregon.gov/bds/neighborhoodresources](http://www.portlandoregon.gov/bds/neighborhoodresources))
6. Name, phone number and email address of the relevant District Coalition.
7. Name of the relevant Neighborhood Association(s) and its email address. If the Neighborhood Association has a generic email address such as [landusechair@something.com](mailto:landusechair@something.com), use that address. If there are only personal addresses such as [msbethsmith@something.com](mailto:msbethsmith@something.com), provide the neighborhood association's primary email address; do not use the personal email address.
8. Proposed site plan, legible, drawn to scale, and including:
  - a. For buildings:
    - i. Property lines, names of streets abutting site, and north arrow,
    - ii. Location of building(s) and dimensions of building setbacks from property lines,
    - iii. Location of landscaped areas, and paved areas, and
    - iv. Location of existing trees and whether they are proposed to be removed.

- b. For land divisions:
  - i. Names of streets abutting site and north arrow,
  - ii. Proposed property lines, square footage of lots, and dimensions of lots;
  - iii. Locations of any proposed new streets and pedestrian connections; and
  - iv. Location of existing trees and whether they are proposed to be removed.

The site plan may include other information but should not be too cluttered to remain legible. The site plan must be at least 144 square inches in size and be at least 300dpi resolution. Other graphics may be included if applicant chooses.

- 9. Notice of informational meeting: The following text must be included for all projects that require a Neighborhood Contact meeting: “Informational Meeting”, followed by the date, time, and location of the meeting.
- 10. Information about barrier free access. For projects that require a Neighborhood Contact meeting, the sign must state that the applicant will provide language services, alternative formats, auxiliary aids, or other reasonable requests that ensure barrier free access, if a request is made to the applicant at least 3 days prior to the meeting.
- 11. The date the sign was posted on the site.

#### **D. Actions of the Director**

Where the Director finds that a neighborhood contact sign does not comply with the Zoning Code and these administrative rules, the Director may either require revisions to the sign, require a new land use review or a building permit application, or deny the land use review or building permit application.

#### **IV. Maintenance of the Neighborhood Contact Sign**

Project applicant is responsible for ensuring that the sign is maintained in good condition and is repaired or replaced with an identical sign in the case of vandalism or accidental destruction.

#### **V. Removal of a Neighborhood Contact Sign**

The neighborhood contact sign must be removed when required posting for a land use review occurs, when a building permit is issued, or one year after the application triggering the sign has passed, whichever is less.

#### **VI. Enforcement**

##### **A. Violations**

It is unlawful to violate any provisions of this rule. This applies to any person undertaking an application for a building permit or land use review, to the building tenant or owner of the property.

##### **B. Responsibility for Enforcement**

The regulations of this rule may be enforced by the Director pursuant to PCC Chapter 3.30.