



CITY OF JUNCTION CITY  
PLANNING & BUILDING DEPARTMENT

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**SIGN PERMIT APPLICATION PACKET**  
**TYPE I LAND USE**

- Submit your completed application packet with documentation to Planning at 1171 Elm Street
- Payment of the base fee is due at the time an application is submitted.
- If you have questions, contact the Permit Technician, Dawn Northey at 541-998-4763 or [jcplanning@ci.junction-city.or.us](mailto:jcplanning@ci.junction-city.or.us)

*Staff Contact: Permit Technician, Dawn Northey*

*Planning ■ 1171 Elm Street/PO Box 250 Junction City OR 97448*

*Ph 541-998-4763 ■ [jcplanning@ci.junction-city.or.us](mailto:jcplanning@ci.junction-city.or.us) ■ [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)*

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# CITY OF JUNCTION CITY LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541 998 4763 ■ [planning@ci.junction-city.or.us](mailto:planning@ci.junction-city.or.us) ■ [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

<b>Date Submitted:</b> 2-10-26	<b>Received By:</b> D. Northey	<b>Fee Paid: \$</b> \$200 (Conf. # 304579084)	<b>Supplemental Application:</b>
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**Section 1**  
LAND USE ACTION (SEE TABLE 1):  
freestanding sign permit with single face reader board

**Section 2**

<u>Site Address:</u> 222 E 1st Ave	<u>Location Description:</u> Volamenn Square
<u>Property Size:</u> 0.31 acres	<u>Assessor's Map &amp; Tax Lot #:</u> 15-04-32-34-08000
<u>Present Use:</u> Food trucks	<u>Proposed Use:</u> same, install sign
<u>Brief Summary of Action Requested:</u> install freestanding sign permit with single face reader board	
Are there other permit applications associated with this application? If yes, list: We will need an electrical permit	

**Section 3**  
I have the following legal interest in the property (Circle one):  
 Owner of Record   
 Lessee   
 Contract Purchase   
 Holder of an exclusive Option to Purchase  
*Written authorization from the owner to act as his/her agent must be provided if not the owner of record*

**Section 4**

<u>Applicant:</u> Dan Culnane	
<u>Address:</u> 4051 w. 1st., Ave., Eugene, OR 97402	
<u>Phone:</u> 541.484.1482	<u>E-Mail:</u> dan@imagekingsigns.com
<u>Property Owner:</u> Owen Foust	
<u>Address:</u> 190 Ivy St., Junction City, OR 97448 <i>Correction: 222 E 1st Ave</i>	
<u>Phone:</u> 541.521.4610	<u>E-Mail:</u> dan@imagekingsigns.com
<u>Contact:</u> (if different than Applicant) same as applicant	
<u>Address:</u>	
<u>Phone:</u>	<u>E-Mail:</u>

**City of Junction City  
LAND USE APPLICATION**

**Section 5**

**Required Information**

	Written statement describing proposal in detail
	Narrative Statement explaining how the application complies with all relevant criteria with enough detail for review and decision-making. <i>Note: See Type I information, at the beginning of this packet, for the municipal code chapters and/or sections related to your land use request</i>
	Three (3) paper copies of application packet including any plan sets
	Digital copy of application packet including any plan sets
	Non-refundable Application Fee

**Section 6**

Supplemental Application:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Attachment(S):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Section 7**

Your signature below acknowledges the following:

- 1. Payment of the base fee may not cover the City's costs associated with processing the Application.**  
*Per Resolution 1053: All direct costs for contracted services shall be charged monthly to the applicant in the amount billed to City. Contracted city services include, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, &/or wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.*
- 2. The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.**
- 3. Signer agrees to pay all direct costs associated with processing this land use application.**

**Applicant Signature:**

**Date:** Dan Culinane

Digitally signed by Dan Culinane  
Date: 2026.02.05 10:53:50 -08'00'



# JUNCTION CITY PLANNING TYPE I LAND USE APPLICATION

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**The application fee is due at the time an application is submitted. Additional fees may apply.**

**Type I applications** are reviewed by City staff with the exception of Subdivision Final Plat applications which are reviewed by the Planning Commission.

**Note:** Review may reveal additional requirements. Concurrent review of other applications is at the applicant's own risk.

**Table 1**

Land Use Application	Municipal Code Requirements/Criteria/Supplemental Materials	Base Rate
Change of Use	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. <b>Supplemental Application</b> - Change of Use</li> <li>3. Junction City Municipal Code, Title 17 applicable to proposal</li> <li>4. Oregon Building Codes applicable to proposal</li> </ol>	\$250 plus any required building permits
Development Review	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. <b>Supplemental Checklist</b> - Development Review</li> <li>3. JCMC 17.160; 17.85; &amp; 17.90 JCMC</li> <li>4. Zoning Requirements applicable to proposal/subject site</li> </ol>	<b>New Development</b> \$1,070
		Remodel or Addition \$250
Final Partition Plat	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 16.05 (<b>Planning Commission Review</b>)</li> </ol>	\$745.00
Flood Zone Development Review	<ol style="list-style-type: none"> <li>3. Land Use Application</li> <li>4. <b>Supplemental Application</b> - Flood Zone Development Permit</li> <li>5. JCMC 17.80</li> <li>6. Current Oregon Structural Specialty Code, Appendix G <a href="http://ecodes.biz/ecodes_support/free_resources/Oregon/14_Structural/PDFs/Appendix%20G%20-%20Flood-Resistant%20Construction.pdf">http://ecodes.biz/ecodes_support/free_resources/Oregon/14_Structural/PDFs/Appendix%20G%20-%20Flood-Resistant%20Construction.pdf</a></li> </ol>	With a Structure \$500.00
		Without a Structure \$300.00
Lot (Property) Line Adjustment	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 16.05.050</li> <li>3. Oregon Revised Statutes, Chapter 92 <a href="https://www.oregonlegislature.gov/bills_laws/ors/ors092.html">https://www.oregonlegislature.gov/bills_laws/ors/ors092.html</a></li> </ol>	\$500
Non-Conforming Use	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 17.125</li> </ol>	\$250
Permitted Activities w/in Wetland Protection Area	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 17.60</li> </ol>	\$1,630
Sign Permit (including Billboards)	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. <b>Supplemental Application</b> - Sign Permit</li> <li>3. JCMC 17.115</li> </ol>	\$200 plus any required building permits
Subdivision: Final Plat	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 16.05 (<b>Planning Commission Review</b>)</li> </ol>	\$1,760
Temporary Use Permit for Mobile Food Unit	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 17.135</li> </ol>	\$100 annual
Variance	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 17.140</li> </ol>	Minor - \$325
		Major - \$650
Wetland Resource Overlay District Map Correction	<ol style="list-style-type: none"> <li>1. Land Use Application</li> <li>2. JCMC 17.60</li> </ol>	\$950

**City of Junction City**

**LAND USE APPLICATION – TYPE I**

Zoning Compliance Analysis	1. Land Use Application	\$200.00
Timeline Extension of Land Use Decision	1. Land Use Application	No Fee

**Questions? Contact the City Planner for further information about criteria/requirements 541-998-4763**

<b>Table 2 Land Use Review Classifications – Refer to JCMC 17.150.070</b>	<b>Type I</b>	<b>Type II</b>	<b>Type III Public Hearing</b>	<b>Type IV Public Hearings</b>
<b>Administrative Decision</b> (City Administrator or Designee) Exception: Final Subdivision Plats are reviewed by the Planning Commission (Decision can be appealed to Planning Commission)	X	X		
<b>Planning Commission Decision</b> (No public hearing however one can be requested) (Decision can be appealed to City Council)		X		
<b>Planning Commission Public Hearing and Decision</b> (Decision can be appealed to City Council)			X	
<b>Planning Commission Public Hearing and recommendation to City Council; City Council Public Hearing and Decision</b> (Appealed to Oregon Land Use Board of Appeals)				X

<b>Table 3 Land Use Application Review Steps</b>	<b>Type I</b>	<b>Type II</b>	<b>Type III Public Hearing</b>	<b>Type IV Public Hearings</b>
1. Land Use application submitted	X	X	X	X
2. Completeness Review to determine if all necessary information is included with application (14-30 days)	X	X	X	X
3. Application is incomplete, necessary information is requested from applicant/representative (application on hold)	X	X	X	X
4. Application is deemed complete and applicant/representative notified	X	X	X	X
5. Tentative date set for application to go before the Planning Commission	Final Plat	X	X	X
6. Tentative date set for application to go before the City Council				X
7. Department of Land Conservation & Development (DLCD) 35-day notice			Amendment only	Amendment only
8. Referrals sent to City Departments and outside agencies for their review (14-21 day response period, 30 days if Wetlands involved)	X	X	X	X
9. Opportunity to Comment mailed to property owners w/in 300-feet of subject site (may run concurrent w/ Referrals) (20-40 days before meeting)		X		
10. Planning Commission Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)			X	
11. Planning Commission review and decision	Final Plat	X	X	
12. Planning Commission Recommendation to City Council			Map Amendment	X
13. City Council Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)				X
14. City Council review and decision			Map Amendment	X
15. Letter of Decision, with supporting documentation, sent to applicant/representative (w/in 5 business days of decision)	X	X	X	X
16. Appeal Period begins day notice is sent to applicant/representative	X	X	X	X
17. Decision becomes final (unless appealed)	X	X	X	X

\* An applicant may request reviews be conducted parallel to one another, or concurrently (Junction City Municipal Code 17.150.130). If reviewed concurrently, they will be reviewed under the highest Land Use classification (i.e. a Type I review application concurrent with a Type IV, both are reviewed as a Type IV).



# CITY OF JUNCTION CITY LAND USE APPLICATION SIGN PERMIT

1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ [jcplanning@ci.junction-city.or.us](mailto:jcplanning@ci.junction-city.or.us) ■ [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Date Submitted: <b>2-10-26</b>	Received By: <b>D. Northey</b>	Fee Paid: <b>\$200 (Conf #: 304579084)</b>	File #: <b>S-26-03</b>
Property Description: <b>Food Truck Court</b>	Map No. <b>15-04-32-34</b>	Tax Lot(s): <b>08000</b>	
Zoning District: <b>GC</b>	Allowable Area: <b>164.25 sq ft</b>	Area Approved: <b>164.25 Sq Ft</b>	
	Approved By: <b>D. Northey</b>	Date Approved: <b>02-27-26</b>	

**Sign** standards; see Junction City Municipal Code Chapter 17.115. The Sign Code is available on-line at [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov). Contact the Planning Department at 541-998-4763 with sign permit questions.

**Complete all fields on the application form below and on reverse.**

Site Address: <b>190 Ivy. St., Junction City, OR 97448</b> <span style="color: red;">Correction: 222 E 1st Ave</span>			
Contractor: <b>Lee Manufacturing LLC DBA Image King Signs</b>		Contractor Phone: <b>541.484.1482</b>	
Contact Address: <b>4051 W. 1st., Ave., Eugene, Or 97402</b>		Contractor Email: <b>dan@iamgelingsigns.com</b>	
Electrical Permit Required : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, Electrical permit required	Sign Type: <input type="checkbox"/> Ground* <input type="checkbox"/> Wall* <i>*May require a building permit</i>	<input type="checkbox"/> Projecting* <input checked="" type="checkbox"/> Free Standing*	<input type="checkbox"/> Roof*
Sign Dimensions in feet: Horizontal: <b>8'</b> Vertical: <b>13'-6"</b> Number of Faces: <b>2</b>		Total Sign Area: <b>108</b> <span style="color: red;">160 Sq Ft</span> sq. ft. <span style="color: red;">OK</span>	
Height to bottom of sign: <b>16'-8"</b>	Lot Frontage: <b>238'</b>	Building Frontage: <b>NA</b>	
Pre-Existing Signs to Remain? [ ] Yes [ ] No <b>No signs to remain</b> List signs to remain and dimension(s) of each			
I, the undersigned applicant to hereby swear or affirm that the above information is true and correct to the best of my knowledge in accordance with the ordinances of the City of Junction City, and the sign shall be constructed in conformance with the requirements of the Uniform Sign Code.			
Signature of Applicant <b>Dan Culnane</b>		Digitally signed by Dan Culnane Date: 2026.02.05 11:00:19 -08'00'	Date

### Daily Display Signs in Right-of-Way Only

Applicant agrees to hold harmless and indemnify the City of Junction City, Oregon from any and all liability for injury to persons or property occurring as a result of the sign placed in the right-of-way.

Signature of Applicant	Date
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## CITY OF JUNCTION CITY SIGN PERMIT APPLICATION

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### Site Plan

Please sketch or attach a drawing detailing sign dimensions and the location in relation to the property lines, building, and existing or proposed driveways.

see attached drawing



Junction City Building Department  
 1171 Elm Street  
 Junction City, OR 97448  
 541-998-4763  
 junctioncityoregon.gov  
 jcplanning@ci.junction-city.or.us

<b>APPLICATION FOR STRUCTURAL PERMIT</b> Description of Work: <b>Install (1) freestanding sign</b>	<b>DEPARTMENT USE ONLY</b>	
	Permit #:	Date:
By:		

*This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

JOB SITE INFORMATION	OWNER INFORMATION	
Address: <b>Correction: 222 E 1st Ave</b> 190 Ivy. St., Junction City, Or 97448	I am the property owner doing my own work (initial): _____	
City: Junction City, Or 97448	Owner Name:	
Parcel #: 1504323408000	Mailing address:	
Directions to work site: HWY 99 N to w 1st, Ave	City/State/ZIP:	Phone:
Is property inside city limits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email:	Cell:

OTHER APPROVALS		
Zoning	Floodplain	Onsite
Information verified/approved? <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	Information verified/approved? <input type="checkbox"/> Y <input type="checkbox"/> N
Approval: Date: _____ Parcel #: _____	Approval:	Approval: Date: _____ Parcel #: _____

**(1) Valuation Information**

(a) Job description: install 1 led illumianed freestanding sign with single face readerboard

(b) Occupancy: food truck pod

(c) Construction type: new sign

(d) Square feet: 108

(e) Cost per square foot (April ICC):

(f) Type of Work:  New  Alteration  Addition  Demolition  Repair

(g) Is this a foundation ONLY permit?  Yes  No not sure

(h) Is this a plan review ONLY?  Yes  No not sure

(i) Total valuation: \$ 23,750.00

(2) Building Fees		Contractor:	
(a) Permit fee:		Lee Manufacturing LLC DBA Image King Signs	
(b) 12% surcharge:		Address:	4051 w 1st Ave.
(3) Plan Review		City/State/ZIP:	Eugene, Or 97402
		Phone:	541.484.1482
(a) Plan review (permit fee x .65)		Email:	dan@imagekingsigns.com
(b) Fire & Life Safety (permit fee x .40)		BCD license:	
<b>Subtotal of fees above:</b>		CCB license:	249524
(4) Miscellaneous Fees			
(a) Seismic review – permit fee x 0.01			
<b>Total Due:</b>			

I hereby certify that, to my knowledge, the above information is true and correct. All work to be performed shall be in accordance with all governing laws and rules.

Applicant Name:	Dan Culnane
Mailing Address:	4051 W. 1st ave.
City/State/ZIP:	Eugene, OR 97402
Phone:	541 484 1482
Email:	dan@imagekingsigns.com
Signature:	Date: 2/5/2026



**ELECTRICAL PERMIT APPLICATION**

**DEPARTMENT USE ONLY**

Permit #: **467-26-000029-ELEC**  
 By: **D.Northey** Date: **2-27-26**  
 Zoning approval verified?  Yes  No

*This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

**CONSTRUCTION CATEGORY**

- Single Family Dwelling  Mfd Dwelling  
 Res Accessory Structure  Duplex  Townhome  
 Commercial/Industrial  Multifamily  Mixed Use

**TYPE OF WORK**

- New  Addition  Alteration  Repair  
 Demolition  Other  Replacement  Tenant Improv.

**JOB SITE INFORMATION & LOCATION**

Job site address: 190 Ivy St **Correction: 222 E 1st Ave**  
 City/State/ZIP: Eugene, OR 97402  
 Project Name: Volkmann Square  
 Parcel #: 1504323400000  
 Directions to job site: HWY 100 N to W 1st Ave

**DESCRIPTION OF WORK**

Install (1) LED illuminated sign w/ digital message center  
 Job # (optional):

**PROPERTY OWNER INSTALLATION**

Name:  
 Address:  
 City/State/ZIP:  
 Phone:  
 Email:  
 Owner acknowledges installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. ORS 479-540(1) and 479-560(1).

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

**CONTRACTOR INSTALLATION**

Business name: Lon Manufacturing LLC DBA Image King Signs  
 Address: 4051 W 1st Ave  
 City/State/ZIP: Eugene, OR 97402  
 Phone: 541 484 1482  
 Email: dan@imageking signs.com  
 Contractor CCB license #: 249524  
 BCD license #: **CL855**  
 Name of signing supervisor: **Reed Clark**  
 Signature: **Dan Clark** LS Lic #: **6445**

**6445167**

**ELECTRICAL FEE SCHEDULE**

	Fee	Qty	Total
<b>New 1&amp;2 Family – service &amp; attached garage included</b>			
1,000 sq. ft or less (per unit)	139.00		
Each additional 500 sq. ft. or portion thereof	25.00		
Limited energy, new construction	32.70		
Each Manuf. Dwelling or Modular service or feeder	104.00		
<b>New Multifamily – total # of units:</b>			
Use 1&2 Family rates above for largest sq ft unit – cost of largest unit /2 x number of remaining units			
Multifamily limited energy, by floor	32.70		
<b>Services or feeders (installation, alteration, relocation)</b>			
200 amps or less	104.00		
201 to 400 amps	123.00		
401 to 599 amps	205.00		
600 to 1,000 amps	267.00		
Over 1,000 amps or volts	614.00		
Reconnect only	82.00		
<b>Temp. services or feeders (installation, alteration, relocation)</b>			
200 amps or less	82.00		
201 to 400 amps	113.00		
401 to 599 amps	164.00		
600 to 1,000 amps	238.00		
Over 1,000 amps or volts	553.00		
<b>Branch circuits (new, alteration, extension per panel)</b>			
<i>Fee for branch circuits with purchase of a service or feeder fee:</i>			
Each branch circuit	5.25		
<i>Fee for branch circuits without purchase of a service or feeder fee:</i>			
First branch circuit	70.00		
Add'l branch circuits	5.25		
<b>Renewable Energy</b>			
5 kva or less	104.00		
5.01 kva to 15 kva	123.00		
15.01 kva to 25 kva	205.00		
<b>Wind Generation Systems greater than 25 kva</b>			
25.01 to 50 kva	267.00		
50.01 kva to 100 kva	614.00		
<b>Solar Generation Systems greater than 25 kva</b>			
25kva rate above + ea addtl kva	8.00		
<b>Miscellaneous (service or feeder not included)</b>			
Each pump or Irrigation circle	82.00		
Each sign or outline lighting	82.00	1	
Signal, circuit or a limited-energy panel, alteration or extension	82.00		
<b>Subtotal: (add ALL fees) – minimum fee \$</b>			<b>82.00</b>
<b>12% surcharge (.12 x subtotal)</b>			<b>11.40</b>
<del>Plan review fee (25% of subtotal)</del>			<b>13.00</b>
<b>GRAND TOTAL (fees and surcharges)</b>			<b>106.40</b>