



**Unified Government**  
**Department of Urban Planning and Land Use**  
**701 North 7<sup>th</sup> Street, Room 423 Kansas City, Kansas 66101**  
[www.wycokck.org/planning](http://www.wycokck.org/planning)  
***Sign Permit Application***

Permit # \_\_\_\_\_  
*Staff Only*

**Minimum Submittal Requirements**

A complete sign permit application consists of the following items:

- Scale drawings or renderings that show the building elevation, the location of the sign, and detailed dimensions of the façade/wall the sign will be placed.
- A detailed dimensioned site plan or plot plan that shows the location of the sign in relationship to: property lines, buildings, other signs on the site and the edge of the street pavement.
- A detailed schematic drawing that gives the dimensions, color, materials of the sign and the method of attachment.
- A letter from the property owner or authorized agent granting permission to construct the following sign(s)

Without these three items your application will be deemed incomplete and the permit will not be issued. Applications that are incomplete or inactive for thirty (30) days or more will closed.

**Location Information**

Address of Sign Location \_\_\_\_\_

Shopping Center/Development Name (i.e. Harbors Glenn) \_\_\_\_\_

Parcel Number or Legal Description \_\_\_\_\_

Zoning Classification \_\_\_\_\_

**Sign Company Information**

Sign Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ KCK Business License Number \_\_\_\_\_

**Business/Organization Information**

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ KCK Business License Number \_\_\_\_\_

**Proposed Sign Information**

***Sign Type***

- Wall or canopy (\$ 25.00)       Monument (\$ 75.00)       Pole or Pylon (\$ 75.00)
- Projecting (\$ 25.00)       Development ID Sign (\$ 75.00)
- Billboard or Outdoor Advertising (Less than 300 s.f \$150, More than 300 s.f \$300)
- Other \_\_\_\_\_

***Freestanding Signs***

Height from grade to top of sign \_\_\_\_\_ feet  
 Setback from property lines  
 Front \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_ Rear \_\_\_\_\_

***Wall Signs (Note: an application is needed for a sign on each façade)***

Façade/wall dimensions  
 Width \_\_\_\_\_ feet      Height \_\_\_\_\_ feet  
 Total façade area \_\_\_\_\_ square feet  
 Building elevation:  North  South  East  West

***Number of Sign Faces***

**Sign Face**  Single       Double

***Material***

Sign face \_\_\_\_\_ Sign Structure \_\_\_\_\_ Base (if a monument sign) \_\_\_\_\_

**SIGN MESSAGE** \_\_\_\_\_

**Illumination**     None     Internal     External (A building permit is needed for all construction.)

**Proposed hours to be lit** \_\_\_\_\_ **Estimated Signs Cost** \_\_\_\_\_

**Existing Sign Information (if applicable)**

Are any existing signs at this location to remain?  
 Yes       No

If yes, describe type and location \_\_\_\_\_

Total number of signs at this business \_\_\_\_\_

Is this business a sub-tenant inside a larger business or a tenant space in a larger building?  
 Yes       No

**Declaration**

Attached to this application are drawings of the proposed sign showing dimensions, materials, details of construction, illumination and sign location. A dimensioned site plan has been attached for a projecting building sign, a pole or pylon sign or a monument sign. If applicable, attached drawing shall show portion of sign to flash, or frequency of flashing. If applicable, attached drawing shall show type of sign illumination. No portion of the sign structure or surface will be erected, altered, or rebuilt until this sign permit application has been approved and a valid building permit issued.

I hereby affirm that the above statements are true and correct and constitute the basis for issuance of this permit. I also agree to abide by the requirements of Chapter 8, Article 2, Division 3 and Chapter 27, Article 8, Division 11 of the Unified Government Wyandotte County/Kansas City, Kansas Code of Ordinances and any subsequent amendments thereto and to the provisions of such other ordinances regulating the erection, location or construction of signs. I understand that any variance from the statements made in this application or the provisions of abovementioned ordinances shall constitute the basis for revocation of this permit.

I hereby affirm that the person, firm, or corporation in whose behalf this application is made, has valid license from the City of Kansas City, Kansas, to engage in the business of construction or maintaining signs, that a surety bond meeting the requirements of Section 8-58 and 8-61 of the Unified Government Wyandotte County/Kansas City, Kansas, Code of Ordinances, in the sum of \$10,000 has been filed with the Unified Clerk conditioned upon the faithful compliance with the terms of all applicable ordinances and regulations of the Unified Government and further holding the Unified Government, it's agents, servants or employees harmless from all damages, losses, expenses, or judgments that may be claimed against the City by reason of the erection or maintenance of any sign or for the failure of such person, firm, or corporation to meet the requirements thereof.

**Applicants Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Office Use Only</b>	
<b>Permit Number</b> _____	<b>Permit Fee \$</b> _____
<b>Paid by</b> _____	
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
<b>Reviewed by:</b> _____	<b>Date</b> _____
<b>Stipulations or Reasons for Denial:</b> _____	
_____	
_____	
_____	

