



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)  
***Special Event Display Application***

Fee: \$20.00  
Payable to: Unified Treasurer

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

**Applicant Information**

Name of applicant \_\_\_\_\_  
Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ KCK Business License Number \_\_\_\_\_

**Owner Information**

Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**Location Information**

Address of Sign Location \_\_\_\_\_  
Shopping Center/Development Name (i.e. Harbors Glenn) \_\_\_\_\_  
Number of Temporary Signs \_\_\_\_\_  
Size of Banner Signs Width \_\_\_\_\_ feet X Height \_\_\_\_\_ feet *(Limited to no more than 50 sqft)*  
Side of the building the banner(s) will be placed:  North  South  East  West  
Requested Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Description of Sign or Event Location** *(i.e. Southeast parking lot. Drawing or Maps are encouraged)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Display**

**Check All that Apply**

*Note: Only banners on the building are eligible for the 30 day permit. Multiple signs or attention attracting devises are limited to 7 days.*

*Note 2: All signs next to street must stay out of the City Right-Of-Way. (Generally 12 feet behind the curb.)*

- Banner on building (not to exceed Thirty (30) consecutive days within any six (6) month period)
- Banner or portable sign (not to exceed seven (7) consecutive days within any six (6) month period)
- Pennants                       Wind catchers                       Balloons or Inflatable
- Spot/Search Lights               Tent                       Flags
- Other \_\_\_\_\_

**Declaration**

- I hereby affirm that the information given above is true and correct and constitute the basis for issuance of this permit. I also agree to abide by the requirements of 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 location and duration of the special event.
- I hereby affirm that the person, firm, or corporation in whose behalf this application is made, has a valid business license from the Unified Government Wyandotte County/Kansas City, Kansas.
- I hereby affirm that all banners and attention attracting devises, for which I am applying, will be removed by 12AM (midnight) of the last date approved as listed above. I understand that failure to do so, shall be just cause for immediate complaint citation for a violation of City Code, Section 27-734
- I hereby affirm 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 a copy of the issued permit shall remain on the same premises as the special event and that I must provide it, when requested, by a Unified Government Wyandotte County/Kansas City, Kansas officer.

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

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Stipulations:** \_\_\_\_\_