




**Department of Planning + Urban Design**  
 Unified Government of Wyandotte County and Kansas City, Kansas

701 N 7th Street, Suite 423  
 Kansas City, Kansas 66101  
 www.wycokck.org/planning

Phone: (913) 573-5750  
 Fax: (913) 573-5796  
 Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

# Sign Permit Application

Carefully read and complete each section of this application to ensure efficient service by staff. Complete and notarized Sign Permit Applications should be emailed to [signpermits@wycokck.org](mailto:signpermits@wycokck.org).

	Permit Number: _____ Staff Planner: _____
1	<p><b>Minimum Submittal Requirements</b></p> <p>A complete sign permit application consists of the following required items:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> A detailed schematic drawing that gives the dimensions, color, materials of the sign and the method of attachment.</li> <li><input type="checkbox"/> A signed and notarized affidavit from the property owner or authorized agent granting permission to construct the following sign(s)</li> <li><input type="checkbox"/> Kansas City, Kansas Business License number</li> </ul>
2	<p><b>Location Information</b></p> <p>Address of Sign Location: _____</p> <p>Shopping Center/Development Name (i.e. Harbor s Glenn): _____</p> <p>Parcel Number: _____ Zoning Classification: _____</p>

3

**Sign Company Information:**

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

Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_

State \_\_\_\_\_ ZIP: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ KCK Business License Number: \_\_\_\_\_

**Business/Organization Information:**

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

Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_

State \_\_\_\_\_ ZIP: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ KCK Business License Number: \_\_\_\_\_

4

**Proposed Sign Types:  
(Select all types proposed and note amounts):**

**Fee**

**Attached Signs**

Accessory x \_\_\_\_\_  Wall x \_\_\_\_\_  Mural x \_\_\_\_\_

Projecting x \_\_\_\_\_  Roof x \_\_\_\_\_

Window x \_\_\_\_\_  Awning/Canopy/Marque x \_\_\_\_\_

**\$30.00**

**Detached Signs**

Monument Sign x \_\_\_\_\_  Sandwich/"A" Frame x \_\_\_\_\_

**\$80.00**

**Other Signs**

Flag x \_\_\_\_\_  Incidental x \_\_\_\_\_

**\$25.00**

**Billboard/Outdoor Advertising Sign**

Bulletin  Poster Panel  Junior Poster Panel

**<300 SF = \$150  
>300 SF = \$300**

5

**Proposed Sign Information**

**Sign 1:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

**Sign 2:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

**Sign 3:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

**Sign 4:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

5

**Sign 5:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

**Sign 6:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

**Sign 7:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

**Sign 8:** Sign Type: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area (SqFt): \_\_\_\_\_

Wall Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_ Wall Area: \_\_\_\_\_ Percentage of Wall: \_\_\_\_\_

Materials: Face \_\_\_\_\_ Structure: \_\_\_\_\_ Base: \_\_\_\_\_

Location (Façade or Frontage):  North  South  East  West

Setback from property line: \_\_\_\_\_ Illumination:  Internal  External  None

## End of Sign Permit Application

Please review the application to ensure all applicable fields are completed.  
Any incomplete fields may result in your application not being processed.

**Applicant(s) Declaration**

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 deviation 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 on 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.

**My application consists of the following items and information necessary for a complete application. Please check all that apply.**

- Completed Application
- Completed owner(s) consent form (if applicable)
- Photographs of the existing site/building
- Scaled and dimensioned rendering of the proposed signage
- Scaled and dimensioned rendering or photo of the elevation(s) which signage will be installed
- Site plan, demonstrating the location of signage (if applicable)

Signature of Applicant \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Property Owner Consent Form

## Affidavit, Property Owner Consent Form

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS:

Comes now \_\_\_\_\_.  
(Property Owner)

of lawful age, sound mind and upon his/her oath states as follows:

1. That I am the property owner of \_\_\_\_\_ in Kansas City, Kansas.

2. That I have reviewed that application for \_\_\_\_\_ to erect  
(Applicant)

on my property:

Attached Sign     Detached Sign     Billboard Sign     Other Sign

3. That after discussing the matter and fully reviewing the application, I authorize this application and subsequent applications necessary to accomplish the plan/use noted above to be filed on my behalf.

Further affiant saith not.

\_\_\_\_\_  
Affiant

Subscribed in my presence and sworn before me on this \_\_\_\_\_, day of \_\_\_\_\_,  
20\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_.

My commission expires \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

Stamp: