



Department of Planning + Urban Design


Unified Government of Wyandotte County • Kansas City, Kansas

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Sign Permit Application

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

	Permit Number: _____ Staff Planner: _____
<h1>1</h1>	<p>Minimum Submittal Requirements</p> <p>A complete sign permit application consists of the following items:</p> <ul style="list-style-type: none"><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.<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.<input type="checkbox"/> Kansas City, Kansas Business License number<input type="checkbox"/> A detailed schematic drawing that gives the dimensions, color, materials of the sign and the method of attachment.<input type="checkbox"/> A signed and notarized affidavit from the property owner or authorized agent granting permission to construct the following sign(s)
<p>Until the following sections are completed, 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.</p>	

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Location Information

Address of Sign Location _____
 Shopping Center/Development Name (i.e. Harbor s Glenn) _____
 Parcel Number or Legal Description _____
 Zoning Classification _____

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 _____

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Proposed Sign Type (Select one)

Fee

Attached Signs

- Accessory Wall Mural
- Projecting Roof
- Window Awning/Canopy/Marquee

\$25.00

Detached Signs

- Monument Sandwich/"A" Frame

\$75.00

Other Signs

- Flag Incidental

\$20.00

Billboard/Outdoor Advertising Sign

- Bulletin Poster Panel Junior Poster Panel

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

Proposed Sign Information

Sign Width _____ Sign Height _____ Sign Area (in square feet) _____

Face Material _____ Base Material _____ Structure Material _____

Hours to be lit _____ Illumination Internal External None

Location (Façade or Frontage) North South East West

Façade/Wall Length _____ Façade/Wall Height _____ Façade/Wall Area _____

Setback from property line _____ Sign Face Single Double

Estimated Cost of Sign _____

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Other Signage (if applicable)

Are there pre-existing signs to remain? Yes No

If so, how many? _____ Type(s) _____

Are you applying for other permits at this location? Yes No

If so, how many? _____ Type(s) _____

Is this business a sub-tenant in a multi-tenant building? Yes No

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End of Questionnaire

Proceed to next page for signatures

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Applicant(s) 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 all relevant signage. 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 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.

Signature of Applicant(s)

Signature _____

Printed Name _____ Date _____

Permit Number: _____ Permit Fee: \$ _____

Paid By: _____

Approved Denied

Reviewed by: _____ Date: _____

Stipulations or Reasons for Denial: _____



