



Unified Government  
 Department of Urban Planning and Land Use  
 701 North 7<sup>th</sup> Street, Suite 423  
 Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://www.wycokck.org/planning)  
[signpermits@wycokck.org](mailto:signpermits@wycokck.org)

## Sign Permit Application

Permit #  
\_\_\_\_\_

### **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.
- Kansas City, Kansas Business License number
- A detailed schematic drawing that gives the dimensions, color, materials of the sign and the method of attachment.
- A signed and notarized affidavit from the property owner or authorized agent granting permission to construct the following sign(s)

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.

### **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 Type** (Select one)

Attached Signs (\$25.00)

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

Detached Signs (\$75.00)

- Monument
- Sandwich/"A" Frame

Other Signs (\$20.00)

- Flag
- Incidental

Billboard/Outdoor Advertising Sign (Less than 300 SF = \$150, more than 300 SF = \$300)

- Junior Poster Panel
- Poster Panel
- Bulletin

**Proposed Sign Information** (All fields *must* be filled in, write N/A where not applicable, all measurement in feet)

Sign Width:\_\_\_\_\_ Sign Height:\_\_\_\_\_ Sign Area (in square feet):\_\_\_\_\_

Location (Façade or Frontage): North South East West

Face Material:\_\_\_\_\_ Structure Material:\_\_\_\_\_ Base Material:\_\_\_\_\_

Illumination: Internal External None Hours to be lit:\_\_\_\_\_

Façade/Wall Length:\_\_\_\_\_ Façade/Wall Height:\_\_\_\_\_ Façade/Wall Area (in square feet):\_\_\_\_\_

Setback from property line:\_\_\_\_\_ Sign Face: Single Double

Estimated Cost of Sign:\_\_\_\_\_

**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 How many?:\_\_\_\_\_ Type(s):\_\_\_\_\_

Is this business a sub-tenant in a multi-tenant 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 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.

**Applicant's 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> _____	
_____	
_____	

**UNIFIED GOVERNMENT SIGN PERMIT**

**AFFIDAVIT OF PROPERTY OWNER CONSENT**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Comes now \_\_\_\_\_, of lawful age, sound mind and upon  
(PROPERTY OWNER)

his/her oath states as follows:

1. That I am the property owner of \_\_\_\_\_ Parcel # \_\_\_\_\_ )  
(ADDRESS)  
in Kansas City, Kansas.

2. That I have reviewed the application for \_\_\_\_\_ to  
(BUSINESS NAME)  
erect on my property:

- Attached Sign
- Detached Sign
- Other Sign
- Billboard Sign

3. That after discussing the matter and fully reviewing the application, I authorize the application to be filed

Further affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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