



Department of Planning + Urban Design


Unified Government of Wyandotte County • 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

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>	

2

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 _____

3

Proposed Sign Type (Select one)

Fee

Attached Signs

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

\$30.00

Detached Signs

- Monument Sandwich/"A" Frame

\$80.00

Other Signs

- Flag Incidental

\$25.00

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 _____

4

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

5

End of Questionnaire

Proceed to next page for signatures

6

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: _____



Property Owner Consent Form

Affidavit, Property Owner Consent Form

State of _____)
) SS:
County of _____)

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 _____ , _____
(Address) (Parcel Number)
in Kansas City, Kansas.
- 2. That I have reviewed the application for _____ to erect
(Business Name)
on my property:
 Attached Sign Detached Sign Billboard Sign Other 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 before me on this _____ day of _____, 20____,
in the County of _____, State of _____.

My commission expires _____ of _____, 20____.

Notary Public: _____ Stamp:



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Fee Schedule

Effective 03.27.2021

	DESCRIPTION OF SERVICES	UNIT	FEE
I.	MASTER PLAN AMENDMENTS		
	Master Plan Amendment		No Charge
II.	CHANGE OF ZONE APPLICATIONS	TRACT SIZE	
	A. Agricultural Zones	All sizes	\$160.00
	B. Low Density Residential Zones R-1, R-2, R-1(B), R-2(B), RP-1, RP-1(B), RP-2, RP-2(B), R, RP	0-5 acres	\$160.00
		5.1 – 10 acres	\$210.00
		10.1 – 20 acres	\$260.00
		Over 20 acres	\$315.00
	C. Medium and High Density Residential Zones R-3, R-4, R-5, R-6, R-M, RP-3, RP-4, RP-5, RP-6, RP-M	0-5 acres	\$260.00
		5.1 – 10 acres	\$365.00
		10.1 – 20 acres	\$470.00
		Over 20 acres	\$470.00 plus \$55.00 for each 5 acres over 20
	D. Office Zones and Multiple District Applications C-O and CP-O	0-5 acres	\$260.00
		5.1 – 10 acres	\$365.00
		10.1-20 acres	\$470.00
		Over 20 acres	\$550.00 plus \$55.00 for each 5 acres over 20
	E. Commercial Zones C-1, C-D, C-2, C-3, CP-1, CP-2, CP-3, TND	0-5 acres	\$365.00
		5.1 – 10 acres	\$520.00
		10.1 – 15 acres	\$625.00
		15.1 – 20 acres	\$730.00
		Over 20 acres	\$730.00 plus \$55.00 for each 5 acres over 20
	F. Industrial Zones M-1, M-2, M-3, MP-1, MP-2, MP-3, B-P	0-5 acres	\$420.00
5.1 – 10 acres		\$520.00	
10.1 – 15 acres		\$625.00	
15.1 – 20 acres		\$730.00	
Over 20 acres		\$730.00 plus \$55.00 for each 5 acres over 20	

	DESCRIPTION OF SERVICES	UNIT	FEE
III.	SPECIAL USE PERMIT APPLICATIONS		
	<u>Not specifically listed below</u>	0-5 acres	\$365.00
		5.1 – 10 acres	\$470.00
		10.1 – 15 acres	\$575.00
		15.1 – 20 acres	\$680.00
		Over 20 acres	\$680.00 plus \$55.00 for each 5 acres over 20
IV.	HOME OCCUPATION SPECIAL USE PERMIT APPLICATIONS		
	Home occupations		\$80.00
	Keeping of farm animals		\$80.00
	Kennel permits		\$365.00
	Temporary use of land		\$365.00
V.	MISCELLANEOUS SPECIAL USE PERMIT APPLICATIONS		
	Fill or removal of earth materials		\$150.00
	Short term permit/ Special event permits (10 days or less)		\$315.00
	Uses of educational, religious, philanthropic or eleemosynary in nature		\$365.00
	Group dwellings		\$260.00
	Permits under section 27-593(b) (Excluding group dwellings)	0 – 5 acres	\$780.00
		5.1 – 10 acres	\$940.00
		10.1 – 15 acres	\$1,145.00
		15.1 – 20 acres	\$1,355.00
	Over 20 acres	\$1,355.00 plus \$105.00 for each 5 acres over 20	
VI.	VARIANCE (APPEAL) APPLICATIONS		
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$210.00
	Appeal of Director's Interpretation		\$200.00
VII.	SIGN FEES		
	Wall and attached signs	Per sign	\$30.00
	Detached monument signs	Per sign	\$80.00
	Billboards	Less than 300 s.f.	\$160.00
		More than 300 s.f.	\$315.00
	Flag		\$25.00
	Incidental		\$25.00
VIII.	PLAT FEES		
	Preliminary and final plat application		No Charge
	Kansas City, Kansas Plat Recording	Per lot	First 10 lots- \$7.00
		Per lot	Lots 11 & up- \$6.00
	Lot Split	Per Split	\$25.00

	DESCRIPTION OF SERVICES	UNIT	FEE
IX.	PRELIMINARY AND FINAL REVIEW APPLICATIONS		
	Preliminary Plan Review		\$150.00
	Final Plan Review		\$250.00
	Preliminary/Final Plan Review		\$250.00
X.	VACATION APPLICATIONS		
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$315.00
XI.	MISCELLANEOUS FEES		
	Ordinance Publication Fee (For Successful Change of Zone/ Special Use, and Vacation Petitions)		\$125.00
XII.	KANSAS OPEN RECORDS ACT		
	<i>See County Clerk "Kansas Open Records Act Fees"</i>		
XIII.	LANDMARKS		
	Historic Designation (District/Landmark)		\$150.00
	Certificate of Appropriateness		\$75.00
	Environs Review		\$50.00