



# Department of Planning + Urban Design


Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7<sup>th</sup> Street, Suite 423  
Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://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 city staff. Complete and notarized Sign Permit Applications should be emailed to [signpermits@wycokck.org](mailto:signpermits@wycokck.org)

|    | Permit Number:   | Staff Planner: |
|---|--|----------------|
| <h1>1</h1>  | <p><b>Minimum Submittal Requirements</b></p> <p>A complete sign permit application consists of the following 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"/> Kansas City, Kansas Business License number</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></ul> |                |
| <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

\$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 \_\_\_\_\_

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: \_\_\_\_\_

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







# Department of Planning + Urban Design

Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7<sup>th</sup> Street, Suite 423  
 Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

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

## Fee Schedule

Effective 03.27.2021

|                 | DESCRIPTION OF SERVICES   | UNIT   | FEE  |
|-----------------|---|--|--|
| I.              | <b>MASTER PLAN AMENDMENTS</b>   |  |  |
|                 | Master Plan Amendment   |  | No Charge                                      |
| II.             | <b>CHANGE OF ZONE APPLICATIONS</b>  | <b>TRACT SIZE</b>                              |  |
|                 | A. Agricultural Zones   | All sizes                                      | \$160.00                                       |
|                 | B. Low Density Residential Zones<br><br>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<br><br>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<br><br>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<br><br>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<br><br>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.  | <b>SPECIAL USE PERMIT APPLICATIONS</b>                                  |   |  |
|       | <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.   | <b>HOME OCCUPATION SPECIAL USE PERMIT APPLICATIONS</b>                  |   |  |
|       | Home occupations  |   | \$80.00  |
|       | Keeping of farm animals   |   | \$80.00  |
|       | Kennel permits  |   | \$365.00                                       |
|       | Temporary use of land   |   | \$365.00                                       |
| V.    | <b>MISCELLANEOUS SPECIAL USE PERMIT APPLICATIONS</b>                    |   |  |
|       | 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.   | <b>VARIANCE (APPEAL) APPLICATIONS</b>                                   |   |  |
|       | Agricultural/Residential  |   | \$105.00                                       |
|       | Commercial/Industrial   |   | \$210.00                                       |
|       | Appeal of Director's Interpretation                                     |   | \$200.00                                       |
| VII.  | <b>SIGN FEES</b>  |   |  |
|       | 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. | <b>PLAT FEES</b>  |   |  |
|       | 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.   | <b>PRELIMINARY AND FINAL REVIEW APPLICATIONS</b>   |      |          |
|       | Preliminary Plan Review  |      | \$150.00 |
|       | Final Plan Review  |      | \$250.00 |
|       | Preliminary/Final Plan Review  |      | \$250.00 |
| X.    | <b>VACATION APPLICATIONS</b>   |      |          |
|       | Agricultural/Residential   |      | \$105.00 |
|       | Commercial/Industrial  |      | \$315.00 |
| XI.   | <b>MISCELLANEOUS FEES</b>  |      |          |
|       | Ordinance Publication Fee<br>(For Successful Change of Zone/ Special Use,<br>and Vacation Petitions) |      | \$125.00 |
| XII.  | <b>KANSAS OPEN RECORDS ACT</b>   |      |          |
|       | <i>See County Clerk "Kansas Open Records Act Fees"</i>   |      |          |
| XIII. | <b>LANDMARKS</b>   |      |          |
|       | Historic Designation (District/Landmark)   |      | \$150.00 |
|       | Certificate of Appropriateness   |      | \$75.00  |
|       | Environs Review  |      | \$50.00  |