



Department of Planning + Urban Design


Unified Government of Wyandotte County and Kansas City, Kansas

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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

	Permit Number: _____ Staff Planner: _____
1	<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)
2	<p>Location Information</p> <p>Address of Sign Location: _____</p> <p>Shopping Center/Development Name (i.e. Harbor s Glenn): _____</p> <p>Parcel Number: _____ Zoning Classification: _____</p>

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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

☐

Awaning/Canopy/Marque

\$30.00**Detached Signs**☐

Monument Sign

☐

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

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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 ☐ NoneLocation (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**End of Questionnaire**

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

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.

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)

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 _____ 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: