

Sign Permit Application

Planning and Development Services Department

www.opkansas.org

SECTION 1 - APPLICANT / OWNER INFORMATION

Date _____ Project Name _____

Project Address _____

(Print Your Name) (Company You Represent)

Address: _____
(Company Address, City, State, Zip)

E-mail _____ Phone # _____

Cell # _____ Fax # _____

Business / Organization _____

Agent /Contact Name _____

Business Address _____
(City, State, Zip)

Phone # _____ Fax # _____ Email _____

SECTION 2 - SIGN INFORMATION

Sign Type

- Wall or Canopy
- Neon / Window
- Monument
- Parking lot directional
- Temporary construction site
- Other

Sign Message

Illumination

- None
- Internal
- External

If illuminated, please describe _____

Existing Signs

- Are any existing signs at this location to remain? Yes No

If yes, describe: _____

- Total number of signs at this business location, including this one: _____

Sign Size

Attached to this Application

- A detailed drawing showing the layout, dimensions, colors and materials of the proposed sign.

Sign width _____ Sign height _____ Total sq. ft. _____

Freestanding Signs

Attached to this Application

- A plot plan of the site showing the location of the sign relative to the property lines.

Height from grade to top of sign _____ feet Distance from street right-of-way _____ feet

Setback from nearest property line _____ feet

Wall Signs

Attached to this Application

- A building elevation showing the location of the sign and the dimensions of the business facade/wall on which the sign is located.

Business façade: width _____ feet Height _____ feet Total facade area _____ sqft

Building Elevation: North South East West

APPLICANT

I hereby certify to the best of my knowledge and belief that all of the information on this application and on drawings submitted in support of this application is accurate. I understand that any sign which is installed that is inconsistent or in conflict with this application, the supporting drawings, or the sign regulations contained in the Unified Development Ordinance is a violation of the Overland Park Municipal Code. I further understand that the inadvertent approval of a sign application by the City that is not in compliance with the sign regulations does not create any legal nonconforming status nor does it remove any obligation to bring the sign into compliance. I understand that no sign shall be installed until a sign permit has been approved by the City of Overland Park and the associated sign fee has been paid.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Permit Number _____ SUP /PLN /DEV _____ Zoning _____

Allowed Percentage: 5% 10% Percent of Façade _____ Sign Criteria Yes No

DDRB Approval Yes No Fee _____ Check _____ Cash CC (AE, D, MC, V)