

## 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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Wall or Canopy | <input type="checkbox"/> Monument                | <input type="checkbox"/> Temporary construction site |
| <input type="checkbox"/> Neon / Window  | <input type="checkbox"/> Parking lot directional | <input type="checkbox"/> 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 )