



Application # \_\_\_\_\_

**PERMANENT SIGN PERMIT APPLICATION**  
City of Leavenworth, Kansas Planning & Zoning Department  
100 N 5th Street • Leavenworth Kansas 66048 • 913-680-2626

*This application cannot be processed unless fully completed and all required documents and fees are submitted. All incomplete applications are void after 90 days. If you have any questions about completing the form, please call the Department of Planning and Zoning.*

Business/Entity Displaying Sign \_\_\_\_\_

Site Address \_\_\_\_\_ Zoning \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Owner of Property \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Property Owner's Signature \_\_\_\_\_  
Street # and Name City State (Required)

Contact for Application \_\_\_\_\_ ( ) \_\_\_\_\_  
Telephone Email

Sign Contractor: Company Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Business License # \_\_\_\_\_  
Street # and Name City State

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Sign Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required)

**Sign Information:**       Wall       Free Standing       Other \_\_\_\_\_

Sign Height \_\_\_\_\_ ft    Sign Length \_\_\_\_\_ ft    Total Sign Area \_\_\_\_\_ sq ft    Sign materials \_\_\_\_\_

Logo Height \_\_\_\_\_ ft    Logo Area \_\_\_\_\_ sq ft

Attached Sign, also needs: Building Height \_\_\_\_\_ ft    Building Width \_\_\_\_\_ ft    Total Area \_\_\_\_\_ ft    Sign % of Area \_\_\_\_\_ %

\* The wall the sign will be located on (circle one)    North    South    East    West

Monument Sign, also need:    Height of Monument \_\_\_\_\_ ft

Attached to this Sign Permit Application is a plan, sketch, drawing, blueprint or similar presentation drawn to scale, showing pertinent structural details per the Sign Code in the City's Development Regulations

**SIGN FEES: 50 SQFT OR LESS -\$50    GREATER THAN 50 BUT LESS THAN 100 SQ FT - \$75    100 SQ FT OR GREATER - \$100**  
**REFACE - HALF THE PRICE OF ORIGINAL SIGN FEE (\$25, \$37.50 OR \$50)**

*As business owner or agent, I hereby certify this sign application and attached plans to be correct and agree to abide by the sign code in the City's adopted Development Regulations and stipulations, if any, as described in this permit. I understand that an incomplete application can result in a delay of processing this application.*

Signature of Business Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

Payment     By Check - make check payable to City of Leavenworth     By Cash - Payable at City Hall  
 By Credit Card - on-line or in person at City Hall

FOR OFFICE USE ONLY    Fee: \_\_\_\_\_    Check # \_\_\_\_\_    Date Remitted: \_\_\_\_\_

Cash: \_\_\_\_\_    Credit Card \_\_\_\_\_

Historic Districts / Properties:    Yes / No       Approved       Denied

Sign:       Approved       Denied

Staff Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Draw Sketch Here or Attach Sketch, drawn to scale, and provide an aerial view of the property to include property lines, and showing the location of the sign/structure. Provide all measurements relating to the sign and its location.**

#### **Summary of Sign Permit Application Requirements and Review Process per City Code**

- Applications for Permit: All applications shall be filed by the property owner or their authorized agent, or a licensed sign erector/contractor. Refer to the City's Development Regulations for more information on signs.
- Sign applications must include the following:
  - Name, address, contact number, and email address of owner(s) of property
  - Name, address, contact number and email address of sign company/sign erector contractor
  - Street address where sign will be located
  - Detailed plans showing style, size, height, shape, colors, materials and location
  - A sketch, plan or drawing, to scale, of the proposed sign and property
  - Signature of owner(s), or their designated agent, authorizing sign placement/installation

#### **Issuance of Sign Permits:**

- Upon receipt of the application and associated fee(s), the Planning & Zoning Department will review the plans, etc. If additional information is required, staff will contact you. The application may require a site visit by staff prior to approval.
- No new sign permit will be issued for a freestanding sign or façade identification sign located on any property that presently has a non-conforming sign, until such non-conformity is corrected.
- If the sign permit complies with the Development Regulations, the sign permit will be issued.
- Signs excluded from permit requirements: Directional signs, holiday decorations, home security and neighborhood watch signs, address signs, contractor signs, real estate signs, signs carried by a person, costumed people promoting a business or event. Refer to the Development Regulations for a complete list.

#### **Computation of Sign Faces:**

- Single faced signs: The entire area within a single continuous perimeter enclosing all elements (individual letters and/or logo) of the sign which form an integral part of the display including the perimeter border. wall signs and banners are
- Multi-face signs: Compute the sign surface by adding together the area of all sign Faces on the sign.
- Sign height: The height of a sign shall be computed as the distance from the base of the sign at average grade to the top of the highest attached component of the sign.
- No Temporary Sign, except as otherwise specifically provided, shall have a sign surface greater than 25% of the allowable permanent signage which might be permitted per parcel. However, no temporary sign shall exceed 100 sqft in area (i.e. a two-sided sign with 50 sqft of sign surface equals 100 sqft of sign area).