



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

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

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

**# Temp Signs to Date this Year** \_\_\_\_\_

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)

Temporary Sign Info: START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

Attached Sign(s)

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

Bldg Height \_\_\_\_\_ ft Bldg Length \_\_\_\_\_ ft Total Façade Area \_\_\_\_\_ sqft Sign % of Area \_\_\_\_\_ %

The direction the sign will face (circle one): North South East West

Sketch (Required)

Freestanding Sign/Other: \_\_\_\_\_

Sign Height \_\_\_\_\_ ft Sign Length \_\_\_\_\_ ft Total Sign Area \_\_\_\_\_ sq 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 Developments Regulations

**TEMPORARY SIGN FEE: \$50.00 PER 60 DAYS**

*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: \_\_\_\_\_

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/Approver: \_\_\_\_\_ Date: \_\_\_\_\_

**Draw Sketch Here or Attach Sketch, drawn to scale, and provide an aerial view of the property with 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 Surface, Sign Faces and Sign Height**

- Single faced signs: The entire area within a single continuous perimeter enclosing all elements (individual letters and/or logo) of the sign that form an integral part of the display, including the perimeter border.
- Multi-face signs: Compute the sign surface by adding together the area of all sign faces on the sign, unless two identical faces are placed back to back so that both faces cannot be viewed from any point at the same time, then the sign area shall be computed as the measurement of one of the two faces.
- 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).