



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 are provided. 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 Developments 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:** \_\_\_\_\_

**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 \_\_\_\_\_

**Minor Certificate of Appropriateness for Historic District**       Approved       Denied

**Staff Reviewer/Approver** \_\_\_\_\_ **Date** \_\_\_\_\_