



SIGN PERMIT APPLICATION

This application is required for all requests and approvals governed by the City of Kechi Zoning Regulations. The form and instructions are available at Kechi City Hall or on the City's website at www.kechiks.com. The online version is a fillable form, which may be completed on any computer with Adobe Reader installed. Simply enter the information, save the file, print and sign the form. Submit application and filing fee in person to the Zoning Administrator at: **Kechi City Hall, 220 West Kechi Rd.**

Incomplete applications WILL NOT be accepted. To be deemed complete, an application MUST INCLUDE all required signatures, all necessary information and the filing fee paid in full. Signatures and handwritten applications MUST BE written in ink. Separate application forms and filing fees are required for each request.

SECTION 1 – APPLICANT CONTACT INFORMATION

Contact information must be provided for applicant and contractor(s) installing the sign(s).

- Owner Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
- Agent/Contractor Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

SECTION 2 - PROPERTY INFORMATION

- Street address of property for sign installation: _____
- Application property Zoning District: _____
 Application property land use: *Enter land use by the name as defined in Article 5 of the Zoning Regulations*
 Existing land use _____
- The application property contains _____ acres. (round to the nearest hundredth of an acre)
- Is the application property subdivided (platted)? Yes No
 Legal description of subdivided application property: Lot(s) _____; Block(s) _____
 of _____ Addition, _____ Sedgwick County,
 Kansas. *If the application area is not subdivided, please attach the metes and bounds description.*

SECTION 3 – SIGN CLASSIFICATION

Sign Classifications as defined in Article 8 of Zoning Regulation. Detailed plans on placement and sign design are required to accompany application.

- Size of Proposed Sign: Sign Face Width: _____ Sign Face Height: _____ Total Sign Height: _____
 Total Sign Area: _____
- Proposed Sign to be: Erected(New) Altered Repaired Moved

3. Proposed Sign to be: Permanent Temporary

Temporary Signs: Install Date: _____ Removal Date: _____

4. Structural Classification of proposed sign

A. Portability: Fixed Portable

B. Installation: Building Freestanding Ground Tethered Vehicle

C. Structure Type: Air-Activated Awning Canopy Column Inflatable

Marquee Monument Pole Projecting Roof Sidewalk

Secured Attachment Wall Window Yard

5. Display Classification of proposed sign

A. Panel Quantity: _____

B. Panel Type: Air Motion Balloon Banner Blade Changeable Copy

Digital Video Electronic Message Flag Free-Form

Mechanical Movement Full Body Partial Body

C. Movement: Dynamic Static

D. Lighting: External Internal None

SECTION 4 - SIGNATURES & ACKNOWLEDGEMENTS

By signature below: I acknowledge that I understand that the application will not be processed until it is completed in full, all required information is provided and the filing fee is paid. I certify that the information provided herein and attached hereto is true and correct to the best of my knowledge. I acknowledge that the Zoning Administrator and Governing Body each has the authority to impose conditions on the approval of this application as deemed necessary to serve the public interest and community welfare. I hereby authorize unannounced inspections of the subject property by City staff and/or its agents for the purpose of collecting information necessary to review and analyze this request.

Signature: _____ Date: _____

SECTION 5 – FEES

All signs except noted below: \$25 + \$1 per every square foot over 32sqft.

Portable (Ground, Tethered & Vehicle) Signs for 90 days or less: \$25

Temporary (Sidewalk, Yard, Banner & Blade) Signs for 30 days or less: \$0 for required permit

For Office Use Only Date Filed: Fee Paid: Received by:
Sign Permit: Approved Not Approved Date: _____ By: _____
Zoning Administrator
 Conditions of Approval Reasons for not approving _____