



# SHAWNEE COUNTY, KANSAS



## Instructions for SIGN PERMIT APPLICATIONS

---

### ***READ THOROUGHLY BEFORE SUBMITTING APPLICATION***

These instructions are provided to aid applicants of unincorporated Shawnee County in completing the necessary application form and to advise you of any required attachments and/or documentation needed to process your application. Applications with all required information on the form and required attachments accompanying the application at the time of submission will expedite the approval process. *Please allow **at least five (5) business days** for review and processing.*

***FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL RESULT IN DELAY!***

***THE TIME FOR PROCESSING BEGINS WHEN ALL REQUIRED ITEMS HAVE BEEN SUBMITTED!***

---

### **PURPOSE OF SIGN REGULATIONS**

The purpose of sign regulations is to protect, preserve and improve the character and appearance of the county and to provide opportunity to advertise in commercial and industrial areas. It is further the intent to limit signs in residential and agricultural areas to essential signs, primarily for the purpose of identification and information. These regulations shall be the minimum requirements necessary to accomplish these purposes and to protect the public health, safety and welfare.

### **SCOPE OF REGULATIONS**

No sign shall be erected, enlarged, constructed, reconstructed or otherwise altered without first obtaining a separate sign permit. A sign is defined as any device for visual communication that is used for the purpose of bringing the subject thereof to the attention of the public, but not including any flag, badge or insignia of any government or governmental agency.

There are two (2) basic types of signs recognized by the sign regulations: on-premises signs and off-premises signs. On-premises signs are regarded as an accessory structure that directs attention to a business, product, service or activity conducted on the premises where the sign is located. Off-premises signs, such as billboards, are regarded as a principal use in the districts where allowed and used as an outdoor display for the purpose of making anything known, the origin or point of sale of which is remote from said display. The type of signs permitted by district is non-appealable.

Real estate signs, election signs and garage sale signs do not require sign permits however, all signs shall be located upon a lot, parcel or tract of land so as not to encroach upon a recorded easement or public dedicated right-of-way.

## PERMIT REQUIREMENTS

It is advised that anyone wanting to erect a sign is to contact the Shawnee County Planning Department before acquiring a sign or someone is hired to install it. Planning Department staff would be happy to discuss your sign project with you to ensure that it complies with current county regulations.

To insure compliance with the sign regulations of the Shawnee County Zoning Regulations, a permit is required for all signs installed or altered in unincorporated Shawnee County. No sign shall be erected, enlarged, constructed, reconstructed or otherwise altered without obtaining a separate sign permit from the Shawnee County Planning Department.

A complete sign permit application shall consist of the following:

**APPLICATION FORM:** Application for a sign permit shall be on forms provided by the Shawnee County Planning Department and shall contain the following information:

### Applicant Information:

- Owner Name – Identify the fee title owner of the property including address and phone number.
- Contractor Name – Identify the name, address and phone number of person/company engaged to erect the proposed sign.

### Property / Sign Information:

- Sign Location Address – Identify address of property including the proposed sign.
- Sign Size – Identify the perimeter sign dimensions (e.g. length x width) and resulting square footage. Sign size assumes a single-face sign or a double-face (back-to-back) sign where both sign faces are of the same size. Triple-face or greater signs are prohibited unless the cumulative total of all size faces does not exceed the maximum sign area for the type of sign proposed.
- Sign Height – Identify the maximum height of a sign as measured from grade to its highest point.
- Sign Type – Identify sign type such as wall sign, free-standing sign, monument sign, etc.
- Sign Material – Identify the materials the sign will be constructed of.
- Sign Illumination – Identify if the sign is to be illuminated.
- Sign Will be Secured By – Identify how sign is to be secured to a structure or to the ground.
- Posts Secured By – For signs installed in the ground, identify whether secured by dirt or concrete.
- How Deep Will Posts Be? – Identify the depth to which ground mounted signs will be install.
- Completed Value of Sign – Identify the completed value of sign.

Applicant Signature: By signing the application form, you are certifying that the information provided is true and accurate to the best of your ability. Any information that is found to be inaccurate or misleading, intentional or otherwise, will not only delay the processing of the application, but could lead to its denial. If the same is found to be true following issuance of a sign permit, it could lead to the permit being revoked.

**SITE PLAN:** All sign permit applications must be accompanied by an accurate site plan, which represents the location, size and dimensions of the proposed sign and its relationship to property/right-of-way lines, easements and structures on site. Site plan shall include the following information:

1. Identify location and setback of proposed sign from adjoining property lines, right-of-way lines and easements. *It is the responsibility of the applicant to determine the location of, and accurately represent on the site plan, right-of-way/property lines and easements.*
2. Identify all property lines and dimensions of the parcel on which the sign is proposed to be located.
3. Identify location and distance separating proposed sign from on-site buildings and structures.
4. Provide a north arrow.
5. Identify location of off-street parking areas and drive aisle and distance separating proposed sign from such.
6. Identify location and elevation of 100-year floodplain, if applicable. Any construction located within the 100-year floodplain is subject to a Floodplain Development Permit.
7. Include sign design diagram illustrating the structural type, height, size, materials, method of illumination, details of face copy of text and graphics, and, method of structural support including depth of footing or method of attachment to a structure.
8. Such other information as may be necessary to demonstrate compliance with the sign regulations and permitting requirements.

See attached sample site plans.

**FILING FEE:** All applications must be accompanied by the appropriate filing fee which is made payable to the Shawnee County Treasurer. The non-refundable filing fees for sign permits is listed below:

<u>Structural Valuation</u>	<u>Fee</u>
<u>\$0 - \$1,000</u>	\$15.
<u>\$1,001 - \$10,000</u>	\$15 for first \$1,000 plus \$1 for each additional \$1,000.
<u>\$10,001 - \$25,000</u>	\$24 for first \$10,000 plus \$5 for each additional \$1,000.
<u>\$25,001 - \$50,000</u>	\$99 for first \$25,000 plus \$4 for each additional \$1,000.
<u>\$50,001 - \$100,000</u>	\$199 for first \$50,000 plus \$3 for each additional \$1,000.
<u>\$100,001 and Up</u>	\$349 for first \$100,000 plus \$2 for each additional \$1,000.

**PENALTY:** Any person, firm or corporation who performs or causes to be performed any work for which a permit is required prior to obtaining such permit, shall be subject to double the normal fee for such permit. The payment of the penalty shall not relieve any person, firm or corporation from full compliance with the requirements of the sign permit procedure in the execution of the work.

## ADDITIONAL INFORMATION:

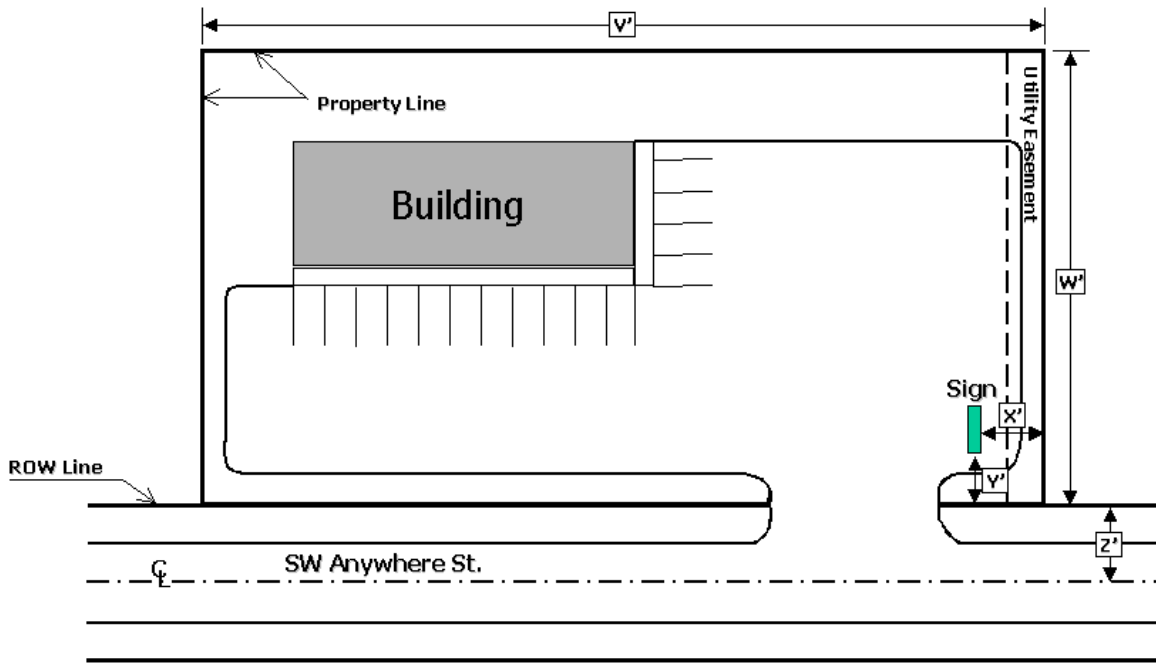
1. All signs shall be located upon a lot, parcel or tract of land so as not to encroach upon a recorded easement or public dedicated right-of-way or public roadway easement. It is the applicant's responsibility to verify the location of all recorded easements, public dedicated right-of-way or public roadway easement. The owner may need to hire a licensed land surveyor to establish property lines, rights-of-way, easements, floodplains and other encumbrances recorded against the property. Shawnee County does not perform this service nor provide legal advice related to boundary line disputes. Contact the Shawnee County Public Works Department at 785-233-7702 with regard to right-of-way or roadway easement dimensions.
2. No sign shall be located which will constitute a traffic hazard, and no permit shall be granted for the placement of a sign until the Shawnee County Public Works Department has verified the location will not constitute a traffic hazard.
3. Property owners are encouraged to call **1-800-DIG-SAFE** or through [www.kansasonecall.com](http://www.kansasonecall.com) to verify location of underground utilities before digging.
4. Property owners are encouraged to maintain a five (5) foot minimum clearance around fire hydrants.
5. Illuminated signs are not to create a condition that causes glare to motorists or pedestrians.
6. A sign is not allowed to be placed on your property for a home use occupation.
7. Side-by-side, double and multi-deck signs are discouraged.
8. All signs subject to a sign permit shall be permanently anchored in place.
9. Kansas Department of Transportation (KDOT) – Placement of off-premises signs (e.g. billboards and panel poster signs) adjacent to KDOT control highways may also be subject to state permitting requirements. A Shawnee County sign permit will not be issued if a required KDOT sign permit is not issued.

**PLEASE NOTE:** Shawnee County Home Rule Resolution No. 2002-5 requires that anyone who commences work on a project before a permit application has been approved and issued, shall be punishable by a **fine of not to exceed \$500** for each offense or imprisonment for not more than six (6) months for each offense, or by both such fine and imprisonment and each day's violation shall constitute a separate offense when action is filed in court. In addition to the above penalties, any structure constructed or altered without a permit as required shall be subject to removal at the owner's expense.

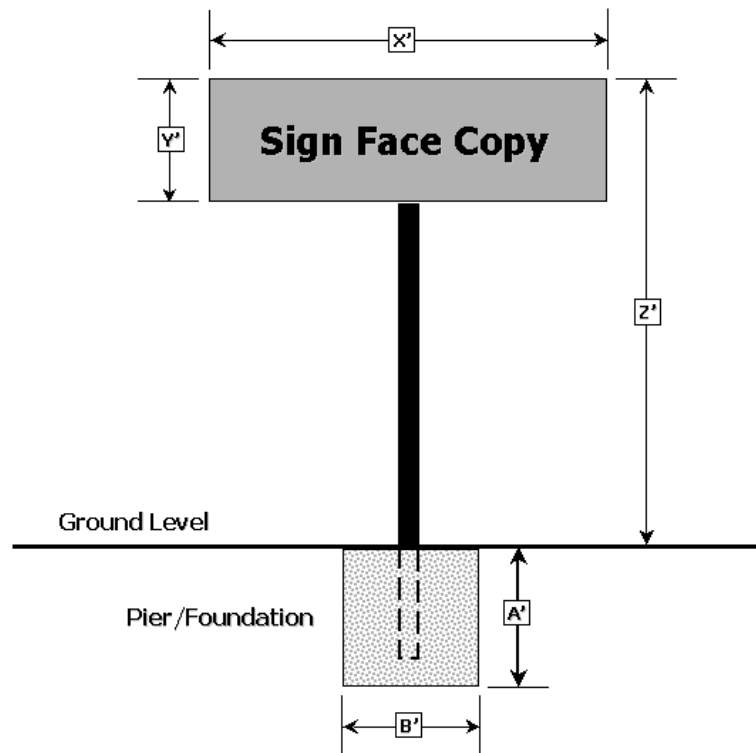
**DISCLAIMER:** This instructional booklet is provided by the Shawnee County Planning Department as a guide to assist property owners interested in making application for a sign permit and understanding the basic regulations that apply to signs. It is not possible for this booklet to address all sign situations and, therefore, should not be relied upon for the legality of its content. For a complete description of the sign requirements, please refer to Article XXXI, Sign Regulations, of the Shawnee County Zoning Regulations.

# SAMPLE SIGN SITE PLAN AND SIGN DETAIL DRAWING

## Sample Sign Site Plan



## Sample Freestanding Sign Plan



# SAMPLE SIGN SITE PLAN AND SIGN DETAIL DRAWING

## Sample Wall Sign Plan

