

**APPLICATION FOR PERMANENT SIGN PERMIT
CITY OF LEAWOOD
PLANNING AND DEVELOPMENT**

Sign Permit No. _____

SECTION 1 – BUSINESS ADDRESS

The undersigned hereby applies for a permit to construct or install the same under the regulations and requirements of Section 4-6 of the Leawood Development Ordinance for:

Business Name: _____

Sign to be located at (address): _____

Name of Development where sign is located: _____

SECTION 2 – APPLICANT/OWNER INFORMATION

Applicant Name: _____ Owner Agent Contractor

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Applicant Signature: _____ Property Owner Signature: _____

Submittal of a management letter approving the sign per the approved development sign criteria.

SECTION 3 – SIGN TYPE

Type of Sign:

- Wall Sign Marquee/Canopy Sign
 Blade Sign Awning Sign
 Monument Sign

Type of Illumination (check all that apply):

- Non Illuminated Halo Lit
 Indirectly Illuminated Internally Illuminated
 Externally Illuminated Push-thru Acrylic
 Other

Building Elevation

- N S E W

SECTION 4 – SIGN DIMENSIONS (see SECTION 6 for reference)

Height of top of sign above grade: _____ ft.

Sign dimensions: _____ ft. wide x _____ ft. high

Area of sign: _____ sq. ft. Area of façade: _____ sq. ft.

Area of sign expressed as a % of façade of tenant space: _____ ft.

Business or product to be advertised: _____

General description of sign: _____

SECTION 5 – FOR PLANNING STAFF ONLY

Fee Due \$ _____ Planning Staff _____

This permit is issued solely for the purposes set forth in the above application approved on the _____ day of _____, and not otherwise, and is conditioned upon strict compliance with all of the provisions of the City of Leawood regulations now in force and effect, and subject to revocation upon any violation thereof.

NOTE: THIS TWO-PAGE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY PRIOR TO STAFF REVIEW.

SECTION 6 – PLOT PLAN GUIDE FOR APPLICANT

Please provide the following details with the elevation drawing and plot plan of your sign.

CHECK BOX WHEN COMPLETE.

Sign Area as Calculated

Measured within a single continuous rectangle enclosing the extreme limits of a sign panel.

Facade Dimensions

Measured as the total length of the tenant space and total height of the tenant space to the eave. (Sign can be no more than 5% of façade).

Signable Area

Is a rectangular area on a building façade which is bounded by building edges, architectural features such as columns, windows, doors, projections, recesses, and change of material. (Sign can be no more than 90% of signable width and 85% of signable height).



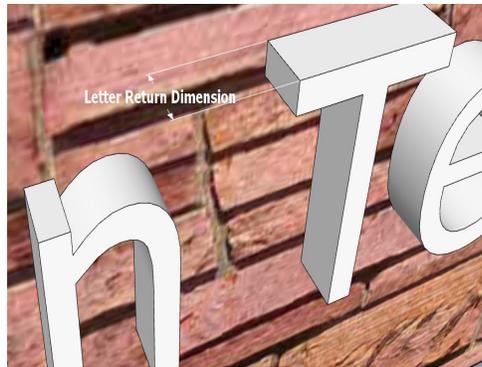
Letter Return

The side of the channel letter, typically 3" or 5" in depth.

Letter Material

Indicate material of sign face.

Indicate material of sign returns.
(Acrylic, vinyl, aluminum etc.)



Letter Illumination

Non-Illuminated, Indirectly Illuminated, Externally Illuminated, Halo Lit, Internally Illuminated, Push-through acrylic, Other

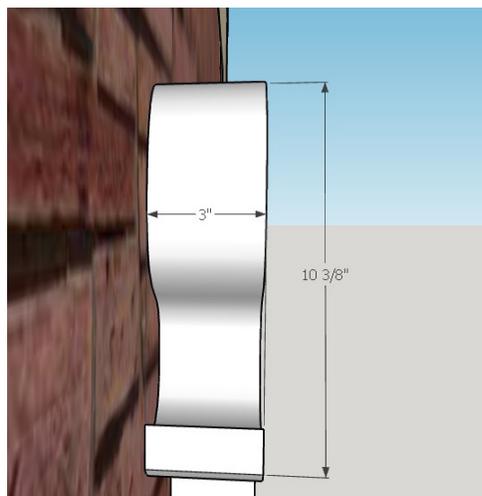
Profile View

Indicate return dimensions and mounting techniques.

Letter Opacity

A. Indicate whether the letter faces are opaque or translucent.

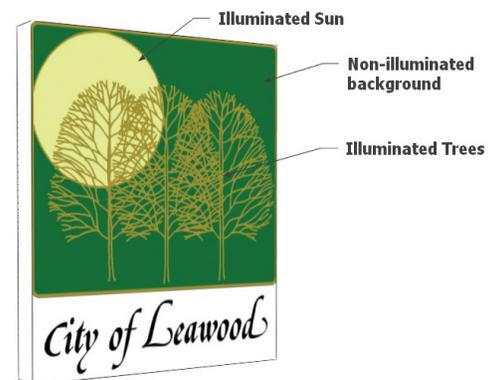
B. Indicate whether the letter returns are opaque or translucent.



Box Signs – Prohibited

“Cut-sheet,” or other sign types, including logos, where the entire sign surface is illuminated, with the exception of drive-thru menu boards.

Only signs that contain both translucent and opaque elements will not be considered a box sign. (See image below for example of acceptable logo).



NOTICE: AN ACCURATE ELEVATION DRAWING AND PLOT PLAN SHOWING BUILDINGS ON THE PREMISES AND PROPOSED SIGN, INCLUDING DIMENSIONS MUST BE ATTACHED HERETO. BOX SIGNS AND RACEWAYS ARE NOT PERMITTED.