



# SIGN PERMIT APPLICATION

City of Valley Falls, Kansas

A separate sign permit is required before installation or alteration of any sign.

## 1. PROPERTY INFORMATION

Business Name:  Property Address:

Legal Description / Parcel #:

Zoning District:  Total Linear Feet of Frontage:  ft

## 2. APPLICANT INFORMATION

Applicant Name:  Phone:

Email:  Mailing Address:

Relationship to Property:  Owner  Tenant  Contractor  Other:

## 3. PROPERTY OWNER INFORMATION (if different from applicant)

Owner Name:  Phone:

Email:  Mailing Address:

Owner Signature:  Date:



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## 4. SIGN INFORMATION

Type of Sign (check all that apply):

- Wall Sign       Ground Sign       Pole Sign       Projecting Sign  
 Awning/Canopy Sign       Roof Sign       Portable Sign       Inflatable/Temporary Sign

Number of Signs Proposed:

Is the sign illuminated?  Yes  No

If yes, describe type of illumination:

Sign #	Sign Type	Dimensions (H x W)	Square Footage	Height to Top
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Combined Sign Area (All Signs):  sq ft

Maximum Allowed (4 sq ft per lin. ft. of frontage):  sq ft

**No single sign shall exceed 200 square feet in gross surface area.**



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## 5. SIGN LOCATION & SITE INFORMATION

Provide or attach a site plan showing buildings on the property, existing and proposed sign locations, property lines and setbacks, distance from right-of-way and lot lines, driveways, streets, parking areas, and any applicable sight triangles.

*Attach or upload site plan / sketch*

### Additional Site Notes:

## 6. SIGN CONSTRUCTION & INSTALLATION

Sign Materials:

Method of Attachment / Installation:

Is electrical work required?

 Yes No

If yes, describe:

Contractor / Installer Name:

Phone:

Proposed Installation Date:

Proposed Removal Date (temporary signs):

## 7. CERTIFICATION

I certify that the information provided in this application is true and correct to the best of my knowledge. I agree to comply with all applicable provisions of the Valley Falls Zoning Ordinance, including Article 19 (District Sign Regulations), Article 28 (Special Events), and any conditions of approval.



# CERTIFICATION, OFFICE USE & REQUIREMENTS

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## 7. CERTIFICATION SIGNATURE

Applicant Signature:

Date:

## FOR OFFICE USE ONLY

Date Received:

Permit #:

Fee:

Date Approved:

Approved By:

Conditions:

Approved

Denied

Comments:

## ATTACHMENT: SIGN REQUIREMENTS AND SUBMITTAL CHECKLIST

### Permit Required

A separate sign permit is required before any sign is erected, constructed, reconstructed, or otherwise altered.

### Size Limits

Maximum combined gross surface area of all signs: 4 square feet per lineal foot of lot frontage. No single sign may exceed 200 square feet in gross surface area.

### Height Limits

Maximum height: 30 feet above the highest point of the principal structure, or 50 feet above ground level, whichever is less.

### Location

Signs may not be placed on or project over public property. Signs must not obstruct traffic visibility or interfere with traffic control devices.

### Illumination

Illuminated signs are permitted. Lighting must not create glare, hazards, or confusion with traffic control devices.

### Allowed Sign Types in CP-2

Wall, ground, pole, projecting, awning/canopy, roof, and portable signs are allowed when meeting Article 19 requirements.

### Temporary / Inflatable Signs

Inflatable signs, balloons, and other promotional attention-getting devices may require temporary or special event approval under Article 28.

### Required Attachments

Site plan, sign drawing or rendering, dimensions, square footage calculation, height, construction/anchoring details, illumination details, and owner authorization if applicant is not the owner.