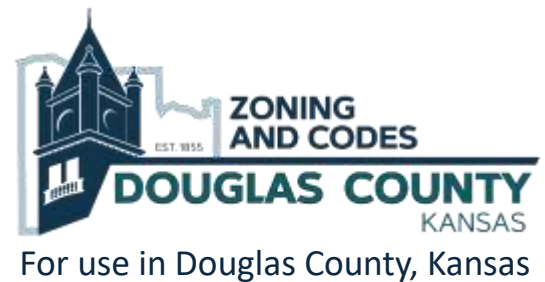


# Sign Permit Application

## Douglas County Zoning and Codes

3755 E 25th St, Lawrence, KS 66046

zoning@dgcoks.gov



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***Void unless work starts within 180 days***

Permit Number

### Overview

All construction shall be built in accordance with standards set forth in the Douglas County Zoning and Codes Regulations. The following requirements must be furnished to the Douglas County Zoning office before a sign permit may be issued.

1. Legal description and common street address of the property.
2. A letter of authorization if not the legal owner of the property.
3. A site plan drawn to scale showing the position of the sign(s) in relation to property lines and nearby buildings/structures.
4. Two sets of detailed sign plans drawn to scale which shall include an elevation drawing of the proposed sign and sign structure along with the method of construction and means of attachment to the building or ground.
5. Complete the sign permit application (see attachment).

***\* For commercial and industrial zone properties***

1. Site Plan must be submitted to Planning and approved by the Douglas County Board of County Commissioners.
2. This may also require a platting process if the subject property is not vested or has not been previously platted.

## Owner Information

Primary Owner Full Name

Street Address

City State Zip

Phone Number Email Address

## Applicant Information

Applicant Full Name

Street Address

City State Zip

Phone Number Email Address

## Property Information

Street Address

City State Zip

Section Township

Range Acreage

Subdivision Lot Block

## Contractor Information

*General Contractor*

Full Name

Street Address

City State Zip

Phone Number Email Address

*Electrical Contractor*

Full Name

Street Address

City

State

Zip

Phone Number

Email Address

**Sign Specifications (in feet/square feet)**

Type of Sign

Structural type of sign

Maximum sign height (display surface)

Maximum sign width (display surface)

Maximum sign area (display surface)

Structural height

Width

Area

Building Valuation: \$

(Total cost of project)

*Attach Comments and Drawings*

*Include Site Plans*