

**Submittal Requirements:**

1. All applications shall be accompanied by written approval of the property owner or landlord (see page 3 of this application).
2. Design, graphic, or drawing of the proposed sign with dimensions.
3. Site plan showing the location of the proposed monument, temporary, or other detached sign.
4. Applicable sign permit fee shall be submitted at the time of application.

**Permits are required for the following sign types:****Wall Signs:** The following information shall be submitted:

- Building elevation(s) showing: building width, building height, façade area, and the exact sign location(s).
- In some situations, a site plan indicating the building, parking areas and property lines may be necessary.
- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type.
- All information submitted shall be to scale and include dimensions and area of sign.

**Detached Signs (monument and directional):** The following information shall be submitted:

- Site plan indicating the building, parking areas and property lines as well as the proposed sign with dimensions to all property lines.
- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type.
- All information submitted shall be to scale and include dimensions and area of sign.
- A minimum of 25 square feet of landscaped area, exclusive of the sign structure area, shall be located at the base of each freestanding monument sign. Landscaping shall be shown on accompanying site plan to scale.

**Temporary Signs:** The following information shall be submitted:

- Building elevation(s) showing: building width, building height, façade area, and the exact sign location(s).
- Site plan indicating the building, parking areas and property lines as well as the proposed sign with dimensions to all property lines.
- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type.
- All information submitted shall be to scale and include dimensions and area of sign.

**Other Requirements:**

- **All signs shall be designed and constructed to withstand wind pressure of not less than 25 pounds per square foot.**

Refer to Article 13 of the Unified Development Ordinance at:

[www.cityofls.net/Development/Zoning-Subdivision-Regulations/Unified-Development-Ordinance.aspx](http://www.cityofls.net/Development/Zoning-Subdivision-Regulations/Unified-Development-Ordinance.aspx)

Contact the Development Services Department with questions at 816-969-1200.



# LEE'S SUMMIT MISSOURI

Permit #PRSGN \_\_\_\_\_ – \_\_\_\_\_

## SIGN PERMIT APPLICATION

Project Business Name: Baxter's Donuts

Project Address/Location: 1125 NE Douglas Rd.

Applicant: Jeff Murray - KC Sign Express, Inc.

Applicant's Address: 5033 Mackey Overland Park, KS 66203

Applicant's Phone & Fax #: 913 432 2500 913 432 2882

Applicant's Email Address: jmurray@kcsignexpress.com

### Type of Sign: Check only one

- |                                                       |                                                         |
|-------------------------------------------------------|---------------------------------------------------------|
| <input checked="" type="checkbox"/> Wall Sign (\$100) | <input type="checkbox"/> Monument/Detached Sign (\$100) |
| <input type="checkbox"/> Temporary Sign (\$50)        | <input type="checkbox"/> Directional Sign (\$50)        |

### Illumination: Specify whether the sign is illuminated

- |                                                   |                                          |
|---------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Illuminated * | <input type="checkbox"/> Non-Illuminated |
|---------------------------------------------------|------------------------------------------|

**\*NOTE:** IF BRANCH CIRCUIT IS NOT CURRENTLY AVAILABLE FOR ILLUMINATED SIGN, A LICENSED ELECTRICAL CONTRACTOR MUST OBTAIN ELECTRICAL PERMIT PRIOR TO INSTALLATION. ALL SIGNS INVOLVING INTERNAL LIGHTS OR OTHER ELECTRICAL DEVICES OR CIRCUITS SHALL DISPLAY A LABEL CERTIFYING IT AS BEING APPROVED BY THE UNDERWRITER'S LABORATORIES, INC.

### Sign Dimensions and Setbacks for Wall and Monument/Detached Signs

Height of sign: 5' ft (X) Width of sign: 7' ft (=) Area of sign: 35 sq ft

Area of building façade/wall: 2175 sq ft Total height of detached sign: \_\_\_\_\_ ft

**Setbacks:** front property line: \_\_\_\_\_ ft rear property line: \_\_\_\_\_ ft

side property line: \_\_\_\_\_ ft side property line: \_\_\_\_\_ ft

The applicant understands that this permit is issued only for work described here in and included in **accompanying plans and specifications**. All rights and privileges acquired under the provisions of this Ordinance, or any application thereto, are merely licenses revocable at any time by the Director of Development Services Department.

Jeff Murray

Signature of Applicant

9/17/25

Date

### For City use only, do not write below this line.

Electrical Permit Required:

☐ N/A ☐ Yes ☐ No

Zoning: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Signature of Plans Examiner

Approved: \_\_\_\_\_

Planning Division Approval Date

### Remarks:



## **SIGN PERMIT AUTHORIZATION**

Comes now \_\_\_\_\_, who being  
(landlord or property owner)

duly sworn upon his/her oath, does state that he/she is the landlord or property owner that has  
given permission to the applicant to place signage at: \_\_\_\_\_

\_\_\_\_\_  
(location address)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Landlord or Property Owner

\_\_\_\_\_  
Printed Name