



SIGN APPLICATION PURPOSE

1. A Sign Application can be submitted for either a single sign or several signs that do not comply with Article 13 or are specified in Table 13-2 as signs that are allowed “as approved by the Commission.” A Sign Application shall be completed and submitted to the Development Services Department, with filing fee, made payable to the City of Lee’s Summit. An application may be withdrawn at any time upon written request. However, no refund will be made if the application is withdrawn after Planning Commission packets have been distributed.
2. For freestanding signs (i.e., those signs not mounted to a building), the application shall be accompanied by drawings of the sign(s) and site plan indicating the location of the free standing sign(s) and property lines. All drawings shall include dimensions of the sign(s) and sufficient dimensions on the site plan to show the relationship between the sign and the property lines.
3. For building mounted signs, the application shall be accompanied by drawings of the sign(s) and building elevations indicating the location of the building mounted sign(s). All drawings shall include dimensions and area of the sign(s) and sufficient dimensions on the building elevations to indicate the wall area.
4. The Development Services Department will set the date for the Planning Commission meeting. A copy of the Planning Commission agenda and staff recommendation will be sent to the applicant prior to the meeting.
5. Every Sign Application is reviewed by the Planning Commission, which meets on the second and fourth Tuesdays of each month in the City Council Chambers of City Hall at 220 SE Green Street. For each item on the agenda, the applicant will be given an opportunity to make their own presentation, which should be a brief description of the proposed project and include responses to any concerns raised in the City staff’s report. Presentations before the Planning Commission shall be (1) in electronic format or (2) reduced drawings for use on the Document Camera to display on the screen. Electronic presentations shall be on a laptop, CD ROM, DVD, or flash drive. The City’s presentation system can support Word, Excel, Power Point, Adobe, Windows Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. **If the staff recommendation is for approval of the sign application, the item may be placed on the Consent Agenda, and no presentation will be necessary.**
6. The Planning Commission will discuss the application and the action to be taken and the reasons for that action. The Planning Commission may vote to continue an application to a later meeting to allow further study or the submission of either more information or revised information by the applicant or the staff. A majority vote of the Commission members present is needed to pass any motion. The Commission has the final approval of a Sign Application.

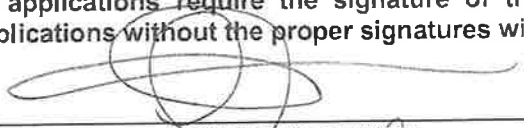


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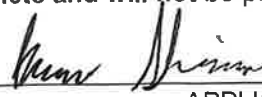
SIGN APPLICATION

1. PROPERTY LOCATION/ADDRESS: 1051 SE Oldham Pkwy Lee's Summit, MO 64081
2. BUSINESS NAME: McCarthy Lee's Summit Dodge Chrysler Jeep Ram
3. LEGAL DESCRIPTION (attach if description is metes and bounds description): NA
-
4. TYPE(S) OF SIGN REQUESTED: Wall Sign Change
5. NUMBER OF SIGN(S) REQUESTED: 1
-
6. APPLICANT Staco Electric Construction Co. PHONE 913-633-1995
 CONTACT PERSON Eric Hendrickson / Byron Sherwin FAX _____
 ADDRESS 11030 Hickman Mills Dr CITY/STATE/ZIP Kansas City, MO 64134
 E-MAIL bsherwin@stacoelectric.com
7. PROPERTY OWNER(S) McCarthy Lee's Summit DCJR PHONE (816) 272-8846
 CONTACT PERSON Tyler Gray, GM FAX _____
 ADDRESS 1051 SE Oldham Pkwy CITY/STATE/ZIP Lee's Summit, MO 64081
 E-MAIL _____
8. OTHER CONTACTS _____ PHONE _____
 CONTACT PERSON _____ FAX _____
 ADDRESS _____ CITY/STATE/ZIP _____
 E-MAIL _____
9. OTHER CONTACTS _____ PHONE _____
 CONTACT PERSON _____ FAX _____
 ADDRESS _____ CITY/STATE/ZIP _____
 E-MAIL _____

All applications require the signature of the owner on the application and on the ownership affidavit. Applications without the proper signatures will be deemed incomplete and will not be processed.



 PROPERTY OWNER
 Print name: Christopher Lee



 APPLICANT
 Byron Sherwin

Receipt #: _____ Date Filed: _____ Processed by: _____ Application # _____



Permit #PRSGN _____ - _____

SIGN PERMIT APPLICATION

Project Business Name: McCarthy Lee's Summit Dodge Chrysler Jeep Ram

Project Address/Location: 1051 SE Oldham Rd Lee's Summit, MO 64081

Applicant: Byron Sherwin / Eric Hendrickson (Staco Electric)

Applicant's Address: 11030 Hickman Mills Dr Kansas City, MO 64134

Applicant's Phone & Fax #: 913-633-1995

Applicant's Email Address: bsherwin@stacoelectric.com

Type of Sign: Check only one

- Wall Sign (\$100)
- Monument/Detached Sign (\$100)
- Temporary Sign (\$50)
- Directional Sign (\$50)

Illumination: Specify whether the sign is illuminated

- Illuminated *
- 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: 2 ft (X) Width of sign: _____ ft (=) Area of sign: _____ sq ft

Area of building façade/wall: _____ 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.

Byron Sherwin

Signature of Applicant

_____ 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:

Project Address

LS LEE'S SUMMIT MISSOURI

OWNERSHIP AFFIDAVIT

STATE OF MISSOURI)

ss.

COUNTY OF JACKSON)

Comes now Christopher Lee (owner)

who being duly sworn upon his/her oath, does state that he/she is the owner of the property

legally described as McCathy Hwy 50, Inc dba
McCathy Lee's Summit Chrysler, Dodge, Jeep
Ram

in the Sign Application. Owner acknowledges the submission of said application for the subject property under the City of Lee's Summit Unified Development Ordinance.

Dated this 19 day of July, 2023

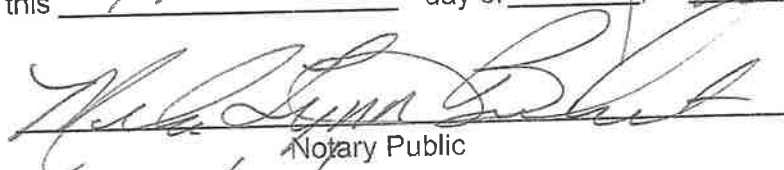


Signature of Owner

Christopher Lee

Printed Name

Subscribed and sworn to before me this 19th day of July, 2023



Notary Public

9/10/25

My Commission Expires





SIGN APPLICATION CHECKLIST

Submittal Requirements	Yes	No*
Completed application form with signatures		
Ownership Affidavit form		
Legal Description		
Filing fee – \$200		
Correct number of sets of Sign Application plans – 4 full size, collated, stapled (seals not required) and folded		
Plan size maximum of 24" x 36" with one inch border		
One (1) 8 ½" by 11" reduction of each sheet in the Sign Application plan sets		

Plan Submittal Requirements				
UDO Article 4., Sec. 4.040	Ordinance Requirement	Met	Not Met	N/A
B.1. Date Prepared	Date prepared			
B.2. Name & address	Name, address and telephone number of the person who prepared, or person responsible for preparing, the plan;			
B.3. Scale	Graphic, engineering scale not to exceed 1:100. All plans shall be drawn to a standard engineer's scale of 1:50 or 1:100', unless a different scale is specifically approved.			
B.4. Plan size	Plan size maximum of 24" x 36" with one inch border			
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the right side of the sheet.			
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.			



SITE BRANDBOOK



- I.....CODE RESEARCH
- II.....INVENTORY/SITE PLAN
- III.....INVENTORY/RECOMMENDATION
- IV.....RECOMMENDED SIGN DETAIL



CODE RESEARCH

Chrysler Code Information			
A) Date Completed:	_____	Completed By:	_____
B) Site Street Address:	1051 SE Oldham Pkwy		
C) Town / City / State / Zip:	Lee's Summit , MO, 64081		
D) Contact for Permit / Zoning	Main Line ,		
E) Contact Telephone:	816-969-1200		
F) Jurisdiction: City / Town:	City of Lee's Summit	Address:	_____
or County of:	_____	City, ST Zip:	_____
G) Zoning Classification for Property: CP-2, Commercial (Office/Retail)			
H) What year of IBC is used?	2018 IBC		
I) Permit application fee:	Permanent Wall \$100.00 ; Electric \$100.00 + min. permit fee ; Temporary \$50.00		
J) Permitting process time frame:	1-2 weeks		
K) What drawings are required? (SEDs)	Site plan, Elevations, Sign Details		
L) Are any authorization letters required?	LL authorization letter		
M) Any review boards or committees?	No		
N) License(s) required to obtain permits?	Contractors		
O) Must permits be obtained in person?	_____		
P) Are inspections required?	Footing, Electrical, Final. Concrete slab inspection may be required	Yes	No
Q) Is a permit required if only refacing?	Yes	<input type="checkbox"/>	<input type="checkbox"/>
R) Is there a variance / appeals process?	Yes	<input type="checkbox"/>	<input type="checkbox"/>
S) Estimated time frame for variance process:	2-3 months		
T) Are temporary or "coming soon" banners allowed?	Yes	<input type="checkbox"/>	<input type="checkbox"/>
U) Are freestanding temporary signs allowed? (ie. 4' x 8' Coming Soon)	_____	<input type="checkbox"/>	<input type="checkbox"/>
V) Do temporary signs require a permit?	Yes	<input type="checkbox"/>	<input type="checkbox"/>
W) How long may temporary signs be displayed?	15 Days		
ATTACHED SIGNS			
1) Formula for calculating allowable square footage:	NTE 10% of building façade		
2) SF Allowed - Front Façade	_____		
3) SF Allowed - Side Façade	NTE 10% of building façade		
4) SF Allowed - Side Façade	NTE 10% of building façade		
5) SF Allowed - Rear Façade	NTE 10% of building façade		
6) How is sign area calculated?	Smallest rectangle		
7) Is SF transferable from one façade to another?	No		
8) Does a façade require street frontage to allow wall signs?	Yes		
9) Total # of wall signs allowed per site or per façade:	NTE 3 attached signs		
10) May signs be internally illuminated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	No flashing, blinking, animated, glare, internally illumination w/ white background. No raceways allowed w/o Director approval. Permitted external, indirect, halo & internal illumination	
11) Maximum height from top of wall sign to ground:	NTE roofline		
12) Maximum sign / letter height:	NTE 6' letter height		
13) Special codes regarding storefront building / colors:	No		
14) Are raceways required?	No		
15) Are "Service", "Exit" or "Parts" incidentals counted in SF?	No		
FREESTANDING SIGNS			
1) Formula for calculating allowable square footage:	Ground signs: 16 SF ; monument signs NTE 96 SF		
2) Total overall area allowed:	96 SF	Maximum height:	See Notes
3) Number of freestanding signs allowed:	1/street frontage NTE 2	Internal illumination allowed?	No flashing, blinking, animated, glare, internally illumination w/ white background. No raceways allowed w/o Director approval. Permitted external, indirect, halo & internal illumination
4) Power line clearance:	_____	Clearance from grade:	_____
5) Wind Load:	115 MPH	Site triangle requirements:	25'
6) Required distance between freestanding signs:	75' from F/S on same side of street		
7) Setback of sign from right-of-way or property line:	0 feet		
8) Material Restrictions:	N/A		
DIRECTIONAL SIGNS			
9) Number allowed:	See Notes	Maximum square footage:	_____
10) Illumination allowed?	Internal illumination permitted.	Maximum height:	30 inches
11) Count against SF?	No	Separation restrictions:	No
12) Permit required?	_____	Logo allowed?	Yes
ADDITIONAL SITE NOTES			
- Pole signs are prohibited. Landscaping required at least 25' around base of sign.- *All info complete per code, subject to city approval*- NTE 6' OAH for ground signs ; NTE 12' OAH for monument signs- *All info complete per code, subject to city approval*- Incidental signs NTE 1 SF are exempt- 2/driveway entrance- *All info complete per code, subject to city approval*- Permits can be applied for online via portal @ https://devservices.cityofls.net/			



DODGE

Jeep



RAM

INVENTORY / SITE PLAN



INVENTORY

RECOMMENDATION

Sign	Existing Type	Action	Sign Type	Description
E-01	5 Series 6' x 8' Brand Sign at 20' OAH	LS	Pylon	Leave Sign
E-02	24" Support Letters "Used Cars"	LS	Wall Sign	Leave Sign
E-03	35" PSP Configuration Wall Mounted	LS	Wall Sign	Leave Sign
E-04	12 Series Chrysler, Dodge, Jeep, Ram Badges	LS	Wall Sign	Leave Sign
E-05	24" Dealer Name Letters	RR	Wall Sign	24" Dealer Name Letters

RO - Remove Only	LS - Leave Sign	RL - Relocate	RR - Remove/Replace	RTF - Retro-fit	RF - Reface
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DODGE

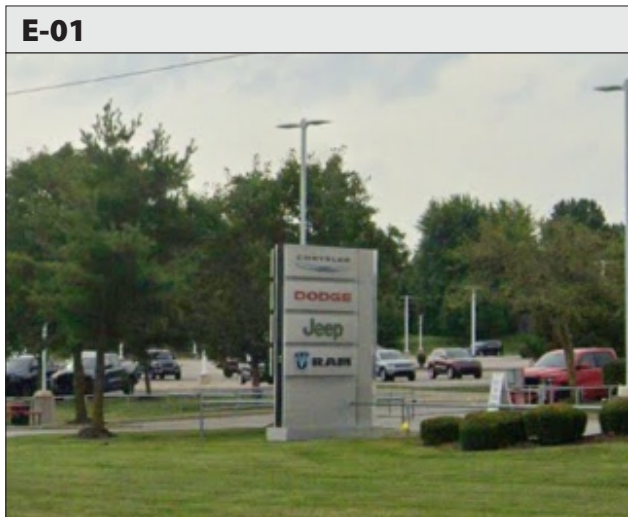
Jeep



RAM

LEAVE SIGN INVENTORY

E-01



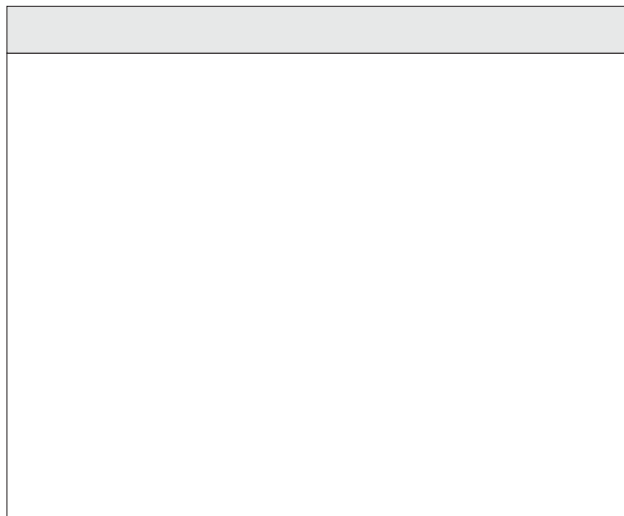
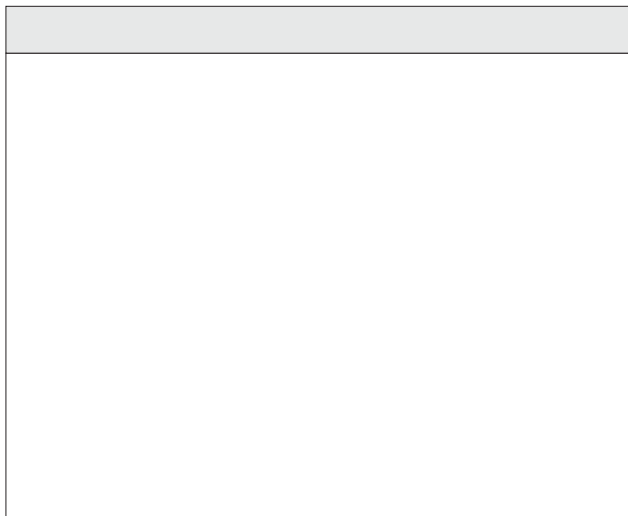
E-02



E-03



E-04





RECOMMENDATION DETAIL

E-05

INVENTORY

Sign Text / Description		
24" Dealer Name Letters "Lee's Summit"		
Height	Width	Depth
N/A	N/A	N/A
Letter Height	Height Off Ground	
N/A	N/A	
Face Material	Sign Material	
N/A	N/A	
Visible Opening	Retainer Size	
N/A	N/A	
Surface Material	Surface Color	
N/A	N/A	
Illuminated	Illumination Type	
N/A	N/A	
Double Face	Mount	
N/A	N/A	



Inventory Comments
 Photo represents existing site conditions.

RECOMMENDATION

Recommended Action
Remove - Replace
Recommended Sign
24" Dealer Name Letters "McCarthy"
Wall Repair Action
Dealer responsible for painting building Benjamin Moore Pelican Gray 1612.



Recommendation Comments
 Principle to remove existing Dealer Name Letters. Dealer to provide a minimum 3/4" plywood backing behind signs and primary electrical at point of installation. Dealer to provide a minimum 2'x2' access panel at each sign location. Principle will install new Dealer Name Letters and make final electrical connection.



DODGE

Jeep



RAM

ELEVATIONS



Mullions and other wall accents to be painted black.



DODGE

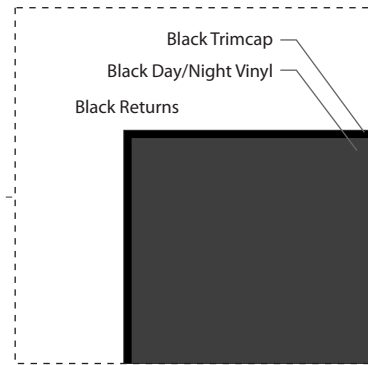
Jeep



RAM

SIGN DETAIL

24" DEALER NAME LETTERS



24" LETTERSET

Square Footage

■ 27.92 ft²

Description

- **Construction:** Channel Letters w/ Plex. Face
- **Color:** Black ██████
- Black Returns

Electrical

- LED Illumination

ROLES AND RESPONSIBILITIES

Headquarters Staff

The role of the Headquarters staff is to support the Business Centers in the establishment and administration of the Dealer Sign Program. The Headquarters Staff is located in the Auburn Hills, MI, USA, office and is responsible for the following:

- Design of exterior dealer signage (brand, fascia, and supporting signs)
- Securing a supplier to produce the exterior dealer signage. Chrysler Group, LLC (CG) will screen and select all sign vendors that will be participating in the sign program. The goal of CG is to work with only those suppliers that provide quality signs and service at a competitive price.
- Manage the dealer sign program with the main focus being the timely installation of all signs. The office will follow the project from inception to completion. After the initial notification, the dealer identity staff will track the signs through permitting and installation.
- Create a Policy and Procedure for execution of the Dealer Sign Program.
- Secure a supplier to perform routine maintenance on the signs as well as to perform necessary service and repairs. Chrysler Group, LLC will be responsible for all repairs, emergency and minor, needed for CG Leased signs; provided that such repairs are not the result of dealer's negligence or willful action.
- Chrysler Group, LLC administers and manages the monthly fees for the Maintenance program and manages the administration of monthly payments for Dealers enrolled on a CG Lease.

Business Center

The role of the Business Center is to be a liaison between the dealer, the supplier, and Headquarters Staff. The responsibilities of the Business Center staff are to:

- Contact the dealer to determine what action should be taken, within the new Millennium Program guidelines, when sign changes are required by ordinary franchise activities.
- Discuss the sign program with the dealer and obtain the dealer signature on the dealer identification paperwork.
- Provide the supplier with signed Consent and Participation Agreement, and other documents pertinent to the transaction.
- Assist in the resolution of any site issues associated with the installation of signs at the Dealer's location.

Supplier

The role of the supplier is to initiate dealer contact for the rollout of the new Millennium Program and coordinate the installation of new signs with the dealer and the local installer. The responsibilities of the supplier are to:

- Check community sign codes to determine what signage is permitted by code.
- Consult with dealer to determine what signage meets the dealer's needs consistent with local sign codes and the Chrysler Group sign program.
- Explain dealer responsibilities, electrical requirements for brand and fascia signage, and the sign program to the dealer; and have the dealer sign all necessary documents.
- Work with dealer to obtain approval and required signatures for all documents based on recommendations.
- Submit all site information to headquarters staff for processing.
- Assist the dealer, headquarters staff, and business center with any on-site issue which may result in a deviation from standard program guidelines.
- Communicate project timeline and site specific information to the business center and/or dealer.
- Obtain architectural elevations, site plans, and section details for all new facility construction and existing facility renovations, as required, to determine sign placement and obtain required permits from local municipalities.

Dealer:

Costs

- The dealer is responsible for a monthly maintenance fee for their dealership identification. The dealer will be billed monthly on their parts statement and billing will begin the first day of the month following the installation of the signs. In some cases, depending on receipt of the supplier's invoice, a retroactive billing may be necessary.
- The dealer is responsible for any and all costs incurred in order to pursue a variance for a sign permit, providing primary electrical to within 6' of each sign location, any landscaping requirements or other additional requirements beyond the normal sign configuration that may be required by any governmental unit or developer. The Chrysler Group's policy is to install signs that are in accordance with the local ordinance codes. If the dealer wishes to pursue a variance for a larger sign, all costs, including all legal fees, will be dealer's responsibility. If the dealer decides to pursue a variance for signage, all signs affected by this will put into a hold status until the issue is resolved. The dealer will be given 30 days to file a variance with the local ordinance office. If at the end of that period no progress has been made, the Chrysler Group will proceed to install the signage allowed under the local ordinance. Extensions will be granted on a case by case basis, with final authorization given by the U.S. Dealer Identity Manager.

Actions Prior to Installation:

- Coordinate the installation schedule with the supplier.
- The dealer is required to provide accurate information on private underground utilities which may be located within the areas to be excavated. The installer will use extreme caution when excavating the area; however, should underground utilities be encountered during excavation it will be the Dealer's responsibility to make necessary repairs or relocate the lines.
- The dealer is required to install an electrical power source from within the facility to within six- feet (6') of both the ground sign and the building sign locations, including circuit breaker and weatherproof junction boxes that meet CG specifications and local code requirements. Electrical requirements for fascia letters are: 2.0 amps per letter, or a 20-amp circuit loaded with no more than 16 amps, (which would accommodate 8 letters). The fascia brand badges require a 20-amp dedicated circuit at 120 volts for each badge. Electrical requirements for ground signs are: one (1) dedicated 20 amp, 120-volt ac standard circuit for each ground sign.
- The dealer will:
 - o supply a building structure and a finished surface for the building signage that meets Millennium Program guidelines;
 - o remove all non-conforming signs, e.g.; Pentastars, fascia bands, all other signs not installed through Chrysler Group, LLC's Identity Program; and repair and paint the fascia prior to new sign installation;
 - o provide minimum fascia sign requirements:
 - support equal to ¾" plywood backing to support the weight of the signs;
 - an access panel in the façade to accommodate final electrical hook up to primary electrical. Access needs to be a minimum of 2' x 2' and the crawl space must be no less the 2' 6" x 2' 6"
 - primary power within 6' of each sign
 - o provide minimum ground sign requirements:
 - primary power to within 6' of the ground sign. NOTE: If the existing ground sign is being removed and a new sign installed in a new location, dealer is responsible for all costs associated with running the power to the new sign location; including, but not limited to, trenching, cutting paving, running wiring and conduit to new location, repairing pavements, and landscaping around sign.
 - o Remove all vehicles from the installation work area prior to commencement of installation.