

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 An application may be withdrawn at any time upon written request. However, no refund will be made if the application is withdrawn after Planning Commission packets have been distributed.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.



1. PROPERTY LOCATION/ADDRESS: _____
2. BUSINESS NAME: _____
3. LEGAL DESCRIPTION (attach if description is metes and bounds description): _____

4. TYPE(S) OF SIGN REQUESTED: _____
5. NUMBER OF SIGN(S) REQUESTED: _____

9. OTHER CONTACTS _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

PROPERTY OWNER	APPLICANT
Print name: _____	_____

REVISÉ FÉVRIER 2014



LEE'S SUMMIT MISSOURI

OWNERSHIP AFFIDAVIT

STATE OF MISSOURI)

ss.

COUNTY OF JACKSON)

Comes now _____ (owner)

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

legally described as _____

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 _____ day of _____, 20____

Signature of Owner

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

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.			