



# Department of Planning + Urban Design


Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7<sup>th</sup> Street, Suite 423  
Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

## Sign Permit Application

Carefully read and complete each section of this application to ensure efficient service by city staff. Complete and notarized Sign Permit Applications should be emailed to [signpermits@wycokck.org](mailto:signpermits@wycokck.org)

	Permit Number: <span style="float: right;">Staff Planner:</span>
<h1>1</h1>	<p><b>Minimum Submittal Requirements</b></p> <p>A complete sign permit application consists of the following items:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Scale drawings or renderings that show the building elevation, the location of the sign, and detailed dimensions of the façade/wall the sign will be placed.</li><li><input checked="" type="checkbox"/> A detailed dimensioned site plan or plot plan that shows the location of the sign in relationship to: property lines, buildings, other signs on the site and the edge of the street pavement.</li><li><input checked="" type="checkbox"/> Kansas City, Kansas Business License number</li><li><input checked="" type="checkbox"/> A detailed schematic drawing that gives the dimensions, color, materials of the sign and the method of attachment.</li><li><input checked="" type="checkbox"/> A signed and notarized affidavit from the property owner or authorized agent granting permission to construct the following sign(s)</li></ul>
<p>Until the following sections are completed, your application will be deemed incomplete and the permit will not be issued. Applications that are incomplete or inactive for thirty (30) days or more will closed.</p>	

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**Location Information**Address of Sign Location 1962 N 1st, KCKS 66101Shopping Center/Development Name (i.e. Harbor s Glenn) Juniper Gardens/Black Lark ApartmentsParcel Number or Legal Description Lat 39.12640 N, Lon 94.61483Zoning Classification RP5**Sign Company Information**Sign Company Name Midtown Signs, LLS Contact Name Maggie LovettStreet Address 2416 S 8th Street Suite \_\_\_\_\_ City Kansas CityState KS ZIP 66111 Telephone 9137667479x106 Fax \_\_\_\_\_Email permits@midtownsigns.com KCK Business License Number \_\_\_\_\_**Business/Organization Information**Business Name Iron Door Management Contact Name Jenifer Adams-HarrowerStreet Address 4741 Central Suite 2300 City Kansas CityState MO ZIP 64112-1153 Telephone 816.301.7960x68 Fax \_\_\_\_\_Email jadams@irondoormangement.com KCK Business License Number \_\_\_\_\_

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**Proposed Sign Type** (Select one)**Attached Signs**

- ☐ Accessory      ☐ Wall      ☐ Mural  
☐ Projecting      ☐ Roof  
☐ Window      ☐ Awning/Canopy/Marquee

\$30.00

**Detached Signs**

- ☒ Monument      ☐ Sandwich/"A" Frame

\$80.00

**Other Signs**

- ☐ Flag      ☐ Incidental

\$25.00

**Billboard/Outdoor Advertising Sign**

- ☐ Bulletin      ☐ Poster Panel      ☐ Junior Poster Panel

&lt;300 SF = \$150

&gt;300 SF = \$300

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**Proposed Sign Information**Sign Width 88 1/2 in Sign Height 57 7/8 in Sign Area (in square feet) 35.6 sq. ft.Face Material <sup>6mm ACM Panels</sup>                      Base Material IJ 40c Structure Material 4x4x90 Square PostHours to be lit                      Illumination ☐ Internal ☐ External ☐ NoneLocation (Façade or Frontage) ☐ North ☐ South ☐ East ☒ WestFaçade/Wall Length                      Façade/Wall Height                      Façade/Wall Area                     Setback from property line 120" Sign Face ☐ Single ☒ DoubleEstimated Cost of Sign \$1551

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**Other Signage** (if applicable)Are there pre-existing signs to remain? ☐ Yes ☒ NoIf so, how many?                      Type(s)                     Are you applying for other permits at this location? ☐ Yes ☒ NoIf so, how many?                      Type(s)                     Is this business a sub-tenant in a multi-tenant building? ☒ Yes ☐ No**End of Questionnaire**

Proceed to next page for signatures


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**Applicant(s) Declaration**

Attached to this application are drawings of the proposed sign showing dimensions, materials, details of construction, illumination and sign location. A dimensioned site plan has been attached for all relevant signage. If applicable, attached drawing shall show portion of sign to flash, or frequency of flashing. If applicable, attached drawing shall show type of sign illumination. No portion of the sign structure or surface will be erected, altered, or rebuilt until this sign permit application has been approved and a valid building permit issued.

I hereby affirm that the above statements are true and correct and constitute the basis for issuance of this permit. I also agree to abide by the requirements of Chapter 8, Article 2, Division 3 and Chapter 27, Article 8, Division 11 of the Unified Government Wyandotte County/Kansas City, Kansas Code of Ordinances and any subsequent amendments thereto and to the provisions of such other ordinances regulating the erection, location or construction of signs. I understand that any deviation from the statements made in this application or the provisions of abovementioned ordinances shall constitute the basis for revocation of this permit.

I hereby affirm that the person, firm, or corporation on whose behalf this application is made, has valid license from the City of Kansas City, Kansas, to engage in the business of construction or maintaining signs, that a surety bond meeting the requirements of Section 8-58 and 8-61 of the Unified Government Wyandotte County/Kansas City, Kansas, Code of Ordinances, in the sum of \$10,000 has been filed with the Unified Clerk conditioned upon the faithful compliance with the terms of all applicable ordinances and regulations of the Unified Government and further holding the Unified Government, it's agents, servants or employees harmless from all damages, losses, expenses, or judgments that may be claimed against the City by reason of the erection or maintenance of any sign or for the failure of such person, firm, or corporation to meet the requirements thereof.

**Signature of Applicant(s)**Signature Printed Name Jennifer Harrow Date 9/3/2024

Permit Number: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Paid By: \_\_\_\_\_

☐

Approved

☐

Denied

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Stipulations or Reasons for Denial: \_\_\_\_\_

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# Property Owner Consent Form

## Affidavit, Property Owner Consent Form

State of Missouri )  
 ) SS:  
County of Jackson )

Comes now Iron Door Management  
(Property owner)

of lawful age, sound mind and upon his/her oath states as follows:

1. That I am the property owner of 1962 N 1st , \_\_\_\_\_  
(Address) (Parcel Number)  
in Kansas City, Kansas.

2. That I have reviewed the application for Iron Door Management to erect  
(Business Name)  
on my property:

☐ Attached Sign ☒ Detached Sign ☐ Billboard Sign ☐ Other Sign

3. That after discussing the matter and fully reviewing the application, I authorize the application to be filed.

Further affiant saith not.

[Signature]  
Affiant

Subscribed in my presence and sworn before me on this 3 day of 9, 2024,  
in the County of Jackson, State of Missouri.

My commission expires 25 of 9, 2024.

Notary Public [Signature]

Stamp:

