



# LEE'S SUMMIT MISSOURI

## SIGN APPLICATION

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1. PROPERTY LOCATION/ADDRESS: 800 NW Ward Rd, Lee's Summit, MO 64086
2. BUSINESS NAME: Summit Square Residence III LLC
3. LEGAL DESCRIPTION (attach if description is metes and bounds description): An 11.830 acre portion of Lot 10, SUMMIT FAIR, SECOND PLAT, LOTS 8, 10-14 AND TRACT C, a subdivision in Lee's Summit, Jackson County, Missouri
4. TYPE(S) OF SIGN REQUESTED: Monument Sign at entrance of NW Donovan Rd, and NW Ward Rd
5. NUMBER OF SIGN(S) REQUESTED: 1
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6. APPLICANT NorthPoint Development PHONE 316-734-5550  
CONTACT PERSON Cooper Champlin FAX \_\_\_\_\_  
ADDRESS 3315 N Oak Trafficway CITY/STATE/ZIP Kansas City, MO, 64116  
E-MAIL cchamplin@northpointkc.com
7. PROPERTY OWNER(S) The City of Lee's Summit PHONE 816-969-1000  
CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
ADDRESS 220 SE Green CITY/STATE/ZIP Lee's Summit, MO 64063  
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 \_\_\_\_\_

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**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.**

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PROPERTY OWNER \_\_\_\_\_ APPLICANT \_\_\_\_\_  
Print name: \_\_\_\_\_

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Receipt #: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Processed by: \_\_\_\_\_ Application # \_\_\_\_\_

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## 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 An 11.830 acre portion of Lot 10, SUMMIT FAIR, SECOND PLAT, LOTS 8, 10-14 AND TRACT C, a subdivision in Lee's Summit, Jackson County, Missouri

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 30th day of April, 2024

\_\_\_\_\_  
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	X	
Ownership Affidavit form	X	
Legal Description	X	
Filing fee – See Development Services Fees under the Schedule of Fees and Charges found at <a href="http://www.cityofls.net">www.cityofls.net</a> .	X	
Correct number of sets of Sign Application plans – 1 digital multi-page PDF plan sets, studies, letter and applications shall be separate files	X	
File Naming Conventions- All uploaded files should be named as follows DOCUMENT NAME_REVISION NUMBER_DATE OF PLAN STAMP		

Plan Submittal Requirements				
UDO Article 2., Sec. 2.040	Ordinance Requirement	Met	Not Met	N/A
B.1. Date Prepared	Date prepared	X		
B.2. Name & address	Name, address and telephone number of the person who prepared, or person responsible for preparing, the plan;	X		
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	X		
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the right side of the sheet.	X		
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.	X		