



## **SIGN PERMIT PROCEDURES**

### **Douglas County Zoning and Codes Department**

3755 E 25th Street  
Lawrence, KS 66046

Telephone: 785-331-1343

Fax: 785-842-1201

All construction shall be built in accordance with standards set forth in the Douglas County Zoning and Codes Regulations. The following requirements must be furnished to the Douglas County Zoning office before a sign permit may be issued.

1. Legal description and common street address of the property.
2. A letter of authorization if not the legal owner of the property.
3. A site plan drawn to scale showing the position of the sign(s) in relation to property lines and nearby buildings/structures.
4. Two sets of detailed sign plans drawn to scale which shall include an elevation drawing of the proposed sign and sign structure along with the method of construction and means of attachment to the building or ground.
5. Complete the sign permit application (see attachment).

#### **\* FOR COMMERCIAL AND INDUSTRIAL ZONED PROPERTIES**

1. Site Plan must be submitted to Planning and approved by the Douglas County Board of County Commissioners.
2. Note: This may also require platting of the property if the property is currently unplatted.

**SIGN PERMIT APPLICATION**

**DOUGLAS COUNTY ZONING AND CODES DEPARTMENT**

3755 East 25th Street

Lawrence, Kansas 66046

Telephone: (785) 331-1343 Facsimile: (785) 842-1201

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_  
or Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ **Acres:** \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

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Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

General Contractor \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Electrical Contractor \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**(Electrical Contractor shall be licensed pursuant to K.S.A 12-1508 et. Seq.)**

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**SIGN SPECIFICATIONS**

Type of Sign \_\_\_\_\_

Structural type of sign \_\_\_\_\_

Maximum sign height (display surface) \_\_\_\_\_

Maximum sign wide (display surface) \_\_\_\_\_

Maximum sign area (display surface) \_\_\_\_\_

Structural height \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_

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BUILDING VALUATION: \$ \_\_\_\_\_ (Total cost of project)

**\*\*ATTACH COMMENTS AND DRAWINGS\*\***

**\*\*INCLUDE SITE PLANS\*\***