



# TEMPORARY SIGN PERMIT APPLICATION

City of Olathe, KS

Business Name \_\_\_\_\_ Tel.No. \_\_\_\_\_

Valid Address for Sign \_\_\_\_\_

Primary Contact for Questions or Permit Approval \_\_\_\_\_

Email \_\_\_\_\_

### TYPE OF SIGN

- Banner       Attached = mounted or attached to building       Detached = mounted on posts
- Single Faced     Double Faced     Other \_\_\_\_\_
- Living Sign       Inflatable       Other \_\_\_\_\_

Freestanding Sign Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. (10 ft. maximum height)

Sign Dimensions: Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq. Ft.

Wall Dimensions: Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq. Ft.

Setback from Property Lines: Minimum 10 ft.

Temporary Sign Fee: **\$60.00\***      Desired Start Date: \_\_\_\_\_ (not guaranteed)

**\*30 Day Temporary Sign Permit valid for one (1) sign**

**A completed sign permit checklist is attached:**       Applicant: \_\_\_\_\_

Sign Company Name: \_\_\_\_\_      Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_      Tel. No.: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_      Date: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Zoning: \_\_\_\_\_ Permit Number: \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_ Paid by:  Cash  Check No. \_\_\_\_\_

Temporary Permit # 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/>
Temporary Permit expires _____

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Comments: \_\_\_\_\_

All rights and privileges acquired under the provisions of this chapter or any amendment thereto are mere licenses revocable for cause at any time by the City Council. The enforcing officer is hereby authorized to recommend the revocation of any permit upon failure of the holder thereof to comply with any provision of this chapter. Omission of information on this application shall not excuse the applicant from any provision required in any applicable ordinance of the city. Any failure to comply with existing ordinance provisions will deem this permit application null and void.



## CHECKLIST FOR TEMPORARY SIGN PERMITS

**Notice:** Applications omitting any of the required information listed below will be deemed incomplete and will not be accepted. **A completed checklist must accompany all temporary sign permit applications.**

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### For Temporary Signs, Inflatables and Banners

- Provide a completed application, including all requested information not listed as being for "office use only". A separate application is required for each sign.
- Provide a drawing or photograph of the temporary sign, complete with color, material and dimension information.
- For temporary signs and banners that are to be affixed to a wall, provide an elevation drawing or photograph of the building, complete with labeled dimensions of the wall upon which the sign is to be placed. This should include the *entire* wall. Tenant spaces in multi-tenant buildings need only include the portion of the wall occupied by the business applying for the sign.

For temporary freestanding signs (including living signs) or inflatables that are to be placed separate from the building, provide a site plan or aerial photograph of the site, including labeled distances of the proposed placement for the sign from adjacent property lines.

- A \$60 temporary sign application fee is included.
  - I have read the attached "Sign Application Process Information".
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