



TEMPORARY SIGN PERMIT APPLICATION

This application cannot be processed unless fully completed and all required documents are attached. If you have any questions about completing the form, please call the Department of Community Development.

▪ **Business/Entity Displaying Sign** _____
Site Address _____ Erecting Sign? Y N
Phone (____) _____ Cell (____) _____ Fax (____) _____

For Office Use: Bus. Lic # _____
Temp Signs to date this year _____

▪ **Owner of Property** _____ Phone _____
Address _____ Prop. Owner's Signature _____
Street # and Name City State Zip **(Required)**

▪ **Contact for Application** _____ (____) _____
Name Telephone Email

▪ **Sign Contractor, if erecting sign:** Company Name _____ Email _____
Address _____ Lenexa Business License # _____
Street # and Name City State Zip
Phone (____) _____ Cell (____) _____ Fax (____) _____
Sign Contractor Signature _____ Date _____

Sign Information START DATE _____ END DATE _____

Facade Sign
Sign Height _____ ft Sign Width _____ ft Total Sign Area _____ sq ft Avg. Letter Height _____ in
Bldg Height _____ ft Bldg Length _____ ft Total Facade Area _____ sq ft Sign % of Facade Area _____ %*
Direction that the sign will face (circle): North South East West
 Sketch (Required)

Freestanding Sign / Other: _____ Public Street Frontage _____ ft**
Sign Height _____ ft Sign Length _____ ft Total Sign Area _____ sq ft Avg. Letter Height _____ in
 Sketch (Required)

As business owner or agent, I hereby certify this sign application and attached plans to be true and correct and agree to abide by the sign regulations as set forth in Chapter 1, Article 4-1E of the Unified Development Code of the City of Lenexa, and all stipulations, if any, as described in the permit. (A summary of Code requirements and fee information is included on the back of this form). I understand that the submission of incomplete or inaccurate plans/information may result in a delay in the processing of this application.

Signature of Business Owner/Agent _____ Date _____

Payment Options
 By Check - make check payable to **City of Lenexa** By Cash - at City Hall
 By Credit Card - we accept VISA, MC, AE and Discover. Please call our Customer Service staff with your credit card information.

FOR OFFICE USE ONLY Fee _____ Date Remitted: _____
Cash / CC / Check # _____ Receipt # _____ Permit No. _____

Draw Sketch Here or attach separate page

Façade Sign: draw a picture of the façade of the building upon which the sign will be placed. Draw the shape of the sign as it will appear on the façade. Show dimensions of the façade and the sign, along with any existing signage on the premises.

Freestanding Sign: show shape and dimensions of sign, placement of sign on the property, and any existing signage on the premises.

Summary of Temporary Sign Permit Application Requirements and Review Process per City Code

- Upon receipt of an application for a temporary sign permit and the associated fee, the Department of Community Development will review the plans, specifications and other data relating to such sign. If the proposed sign is in compliance with Section 4-1-E-13 of the Lenexa City Code and all other applicable laws and codes of the City, a temporary sign permit will be issued.
- Two (2) 30-day or four (4) 15-day temporary sign permits may be issued in each calendar year for each individual business location, apartment complex, institutional use, industrial park and shopping center (excludes home occupations). Any combination of the (2) 30-day or four (4) 15-day permits may be issued but they may not exceed a total of 60 days per calendar year. Permits issued to individual business locations will be counted independently of those issued to industrial parks or shopping centers as a whole.
- Temporary sign permits may be issued for the following types of signs:
 - A. **Façade Signs:** *One façade sign no larger than 5 percent of the total area of the façade upon which it is placed. Average letter height shall not exceed 1/8 of the height, and logos shall not exceed 1/4 of the height of the façade upon which they are placed. A letter size of 18 inches is permitted regardless of building height, and no letter or logo may exceed a total height of 6 feet. The sign must be attached securely to the building so as not to allow movement by the wind.
 - B. **Free-Standing Signs:** **One, non-illuminated, free-standing sign of up to 32 square feet in area and 8 feet in height on any property that has 200 or more feet of public street frontage associated explicitly with the applicant's property.
 - C. **Non-Profit Signs:** One, non-illuminated, free-standing sign of up to 32 square feet in area and 8 feet in height. The organization responsible for erecting the sign shall be responsible for its removal. (Ord. 3805, 9-16-1993)

Miscellaneous Temporary Signs (Banners)

\$ 50.00 per permit

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