



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs and activities. In order for us to provide a suitable accommodation, we ask that you request what assistance is desired by contacting the Community Development Department, 1101 Poyntz, or call 587-2412 or (1-800-766-3777) TDD Kansas Relay Center. We are here to assist you.

**SIGN PERMIT APPLICATION
FOR PERMANENT SIGNS**
CITY OF MANHATTAN
1101 POYNTZ AVENUE
MANHATTAN, KANSAS 66502

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT

SIGN OWNER / PERMIT HOLDER				
A	Sign Owner Name:		Application Date:	
	Contact Person:	Email:	Phone:	
	Address:	City:	State:	Zip:
	Property Owner Name:			
	Address:	City:	State:	Zip:
SIGN CONTRACTOR				
B	Company Name:		Contact Person:	
	E-mail:		Phone:	
	Address:	City:	State:	Zip:
ELECTRICAL CONTRACTOR				
C	Company Name:			
	Contact Person:		Phone:	Permit Number:
	All signs requiring NEW electrical connections must be installed by an electrician licensed with the City of Manhattan. An electrical permit must be obtained from Code Services prior to receiving a sign permit.			
GENERAL INFORMATION				
D	Address of Sign(s):			
	Zoning District: (check one) <input type="checkbox"/> R-3 <input type="checkbox"/> R-3/M-FRO <input type="checkbox"/> R-5 <input type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> C-4 <input type="checkbox"/> C-5 <input type="checkbox"/> C-6 <input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> I-3 <input type="checkbox"/> I-4 <input type="checkbox"/> I-5 <input type="checkbox"/> LM-SC <input type="checkbox"/> PUD <input type="checkbox"/> Conditional Use <input type="checkbox"/> Institutional Use <input type="checkbox"/> University			
	The sign(s) are in a Floodway Fringe Overlay District : <input type="checkbox"/> Yes <input type="checkbox"/> No (Monument and Pylon Signs located in a Floodway Fringe Overlay District require a Flood Plain Development Permit obtained from the City of Manhattan.)			
	The sign(s) are in the Airport Overlay : <input type="checkbox"/> Yes <input type="checkbox"/> No (Signs located in the AO may be subject to approval by the Federal Aviation Administration. An official letter of approval from the FAA must be submitted, if required.)			
	The sign(s) are in the Corporate Technology Park Overlay : <input type="checkbox"/> Yes <input type="checkbox"/> No (Approval for any project in a CTPO must be submitted to the Corporate Technology Park Architectural Review Committee.)			

SIGN SPECIFICATIONS

	CONDITION	LENGTH IN INCHES (0.00")	HEIGHT IN INCHES (0.00")	HEIGHT ABOVE GRADE (0.0')	SQ. FT. (0.00')	TYPE OF SIGN	LOCATION ON SITE	STREET FRONTAGE (0')	LIGHTED
E	1	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	2	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	3	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	4	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	5	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	6	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	7	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT
	8	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING							<input type="checkbox"/> INT <input type="checkbox"/> EXT

SITE PLAN REQUIREMENTS

F All sign permit applications must be accompanied by a site plan, elevation drawings, drawn to scale, and show the following:

- Sign Location(s): Existing and Proposed.
- Sign Dimensions.
- Street Locations.
- Street Names.
- Building Locations.
- Property Lines.
- Set-Back Lines.
- Existing Signs to Remain and to be Removed.

Depending on the site, additional information may be required.

FEE REQUIREMENTS

G	Sign Permit Fee (\$25 per sign):		ALL FEES SHALL BE TRIPLED FOR SIGNS INSTALLED BEFORE A PERMIT IS ISSUED
	Digital Sign Permit Fee (\$100 per sign):		
	Total Fee Amount Due (after approval):	\$ _____	

- **Sign Permits expire one-hundred eighty (180) days following the date of issuance if the proposed sign(s) is not completely installed within that time period.**
- By signing this application the applicant or acting agent attests that the owner's permission to install the sign(s) has been granted, all information provided on this form is complete and accurate, and that any omission or incorrect information may invalidate this permit application.
- By signing this application the applicant or acting agent certifies that all signs are clear of any overhead and/or underground utilities as verified by Kansas One-Call (Dig Safe)(811).
- If a sign is required to undergo the Board of Zoning Appeals and/or Historic Review Board process, the applicant will be notified by the City of Manhattan.
- Sign Permits will be issued to the sign owner, sign contractor, and property owner.

Signature of Applicant or Acting Agent Date

Date Received

(for official use)