

Office Use Only

Permit # _____

Permit Fee: \$ _____



All permits are subject to a 3-7 business day review period.

Please submit this form to:

Community Development

419 N Broadway

Abilene, KS 67410

785-263-2355

kolson@abilenecityhall.com

APPLICATION FOR SIGN PERMIT

Please use one permit application for each type of sign (e.g., wall sign, monument sign, etc.). If you are installing more than one sign of the same type, you may include up to five of that sign type on a single form, with the details for each sign provided in the corresponding sections.

Minimum Permit Fee is \$25.00 up to 25 sq. ft. of total square footage of all signs on this application and \$.20 per sq. ft. thereafter.

Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a \$3.95 processing fee. All payments are non-refundable.

Address of Sign Location: _____

District Type: (Check all that apply)

Residential Commercial Industrial Historic District

Property Owner: _____ Address: _____

Property Owner Phone #: _____ E-mail: _____

Contractor: _____

Contractor Phone #: _____ Email: _____

Type of Sign: Select only one. For each additional sign type, a separate application is required.

Awning/Canopy/Marquee Ground Pole Projecting Wall Roof Electronic Message Center (EMC)

Other (Describe) _____

SIGN 1 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____

Width of right-of-way from back of curb to building: _____

Of what material is sign constructed? _____

Footings & Base Information for free standing sign: _____

How is sign secured? _____

Is sign illuminated? If yes, how? _____

Does sign obstruct any window or exit? _____

SIGN 2 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____

Width of right-of-way from back of curb to building: _____

Of what material is sign constructed? _____

Footings & Base Information for free standing sign: _____

How is sign secured? _____

Is sign illuminated? If yes, how? _____

Does sign obstruct any window or exit? _____

All applicants must sign on page 2 of this application, even if applying for fewer than 5 signs.

SIGN 3 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____

Width of right-of-way from back of curb to building: _____

Of what material is sign constructed? _____

Footings & Base Information for free standing sign: _____

How is sign secured? _____

Is sign illuminated? If yes, how? _____

Does sign obstruct any window or exit? _____

SIGN 4 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____

Width of right-of-way from back of curb to building: _____

Of what material is sign constructed? _____

Footings & Base Information for free standing sign: _____

How is sign secured? _____

Is sign illuminated? If yes, how? _____

Does sign obstruct any window or exit? _____

SIGN 5 DETAILS

Size of Sign: Width _____ Length _____ Depth _____ Sign Weight _____

Total Area of proposed sign (sq. ft.) _____ Total Area of Existing Signs (sq. ft.) _____

Distance sign projects from wall: _____ Height between grade line and bottom of sign: _____

Width of right-of-way from back of curb to building: _____

Of what material is sign constructed? _____

Footings & Base Information for free standing sign: _____

How is sign secured? _____

Is sign illuminated? If yes, how? _____

Does sign obstruct any window or exit? _____

This is to certify that I agree that the provisions of the zoning ordinance, Article 27, will be complied with whether the same are specified herein or not.

I acknowledge receipt of the 'Site Plan and Specifications' and 'Inspection Requirements' handouts and agree to comply with all inspection requirements outlined. All permits are subject to a 3-7 business day review period. Work may not commence until an approved permit has been issued.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Contractor Agent for Contractor Owner Agent for Owner

Applicant Copy

Site Plan and Specification Requirements

Sign Permits

► Site Plan and Rendering Requirements

The site plan should clearly show the layout of the property and proposed signs. You may obtain an aerial image from the Community Development Department or access one from the Dickinson County Parcel Map at <https://www.dkcoks.gov/gis>. The site plan must include:

- **Property Boundaries**
 - Show the proposed location of the sign in relation to property boundaries, buildings, public rights-of-way, and any other existing signs on the property.
 - Include measurements for setback distances from streets, sidewalks, and other structures.
- **Elevation Drawings**
 - Provide detailed elevation views showing the sign's height, width, depth, and overall dimensions.
 - For wall-mounted signs, indicate mounting height from ground level.
- **Structural Details**
 - For ground-installed signs (e.g., pole signs), include footing and foundation specifications.
 - Specify materials, sizes, and types of support structures to ensure stability and compliance with safety standards.
- **Electrical Plans** (if applicable)
 - For illuminated or digital signs, provide electrical plans showing wiring, conduit, and disconnects as well as power sources.
- **Sign Specifications**
 - Include renderings or specifications detailing colors, materials, messaging, lettering, logos, and any other design elements.
 - Specify dimensions for all parts of the sign, including frames and any attached components.

► Additional Instructions

- Ensure all required elements are visible and accurately dimensioned to avoid delays in processing.
- For questions or assistance, contact the Community Development Department.
- Any changes made after permit approval must be submitted for re-approval before construction continues.

► Historic District Review Requirement

- If the property is located in the historic district, all projects must undergo review by the Heritage Commission. Many minor projects may qualify for Heritage Commission Administrative Review and can be approved quickly. However, larger projects or those involving significant material changes require approval from the full Heritage Commission board. Permits for properties in the historic district will not be issued until receiving either Heritage Commission Administrative approval or full board approval, as applicable.



Community Development Department
City Inspector: Travis Steerman
419 N Broadway
Abilene, KS 67410
785-263-2355
kolson@abilenecityhall.com

Applicant Copy

Inspection Requirements

Sign Permits

For all sign installations, the following inspections are required. It is the responsibility of the permit holder to schedule these inspections as outlined below.

► Foundation and Footing Inspection

Required for ground-installed signs only (e.g., pole signs).

- This inspection must be completed after excavation and placement of footings, but before pouring concrete or setting the structure.
- Ensure that all work is accessible and visible for inspection.
- Work should not proceed to the next phase of installation until each required inspection has been completed and approved.

► Final Inspection

Required for all sign installations (both ground-installed and wall-mounted).

- This inspection verifies the completed installation, ensuring compliance with city code and safety standards.

Additional inspections may be required based on project specifics. The permit holder will be notified if further inspections are necessary.

City code may be reviewed at www.abileneks.citycode.net or at the Community Development Department.

Schedule Inspections:

Call 785-263-2355 or 785-200-0541