



## Department of Planning and Zoning Leavenworth County, Kansas SIGN PERMIT APPLICATION

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**APPLICANT RESPONSIBILITIES:** Submission of less than the following items may delay the review and processing of the application.

- A. A complete application form (Attachment A)
- B. Legal description (current deed) of the property.
- C. A tax clearance certificate from the state and a paid tax receipt from Leavenworth County.
- D. One (1) digital set of the sign design.
- E. Payment of application fee. Make check payable to Leavenworth County Planning and Zoning.

Case No: \_\_\_\_\_

OWNER INFORMATION	APPLICANT/CONTRACTOR INFORMATION
Name _____	Name _____
Address _____	Address _____
City/St/Zip _____	City/St/Zip _____
Phone _____	Phone _____
Email _____	Email _____
Contact _____	

Parcel ID No: \_\_\_\_\_

Address of Property \_\_\_\_\_

<b>SIGN SPECIFICATIONS (See Article 25 - Sign Standards – Leavenworth County Zoning and Subdivision Regulations)</b>		
Type of sign _____		
Structural type of sign _____		
Maximum sign area (display surface) _____		
Structural height _____	Width _____	Area _____

I, the undersigned, am the (*circle one*) **owner/duly-authorized agent** of the aforementioned property situated in the unincorporated portion of Leavenworth County, Kansas. By execution of my signature, I do hereby officially apply for a Sign Permit as indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_