RILEY COUNTY

PLANNING & DEVELOPMENT
Application for Permit to Construct a Sign

Applicant: _____ Daytime Phone: _____

Mailing Address: _____ City, St Zip: _____

Email Address: _____

Owner: _____ Daytime Phone: _____

Mailing Address: _____ City, St Zip: _____

Email Address: _____

Builder: _____

LOCATION DESCRIPTION

Lot: _____ Block: _____ Subdivision: _____ S-T-R: _____

Parcel Size _____ Acres Property Address: _____

SIGN DESCRIPTION

Type of Sign:
- [ ] Advertising (aka "Non-Digital Billboard") – ( ) Ground ( ) Pole ( ) Wall
- [ ] Bulletin Board
- [ ] Business – ( ) Awning ( ) Freestanding ( ) Marquee ( ) Projecting ( ) Roof ( ) Service Station Canopy (manual changeable copy)
       ( ) Service Station Canopy (static digital graphic) ( ) Wall ( ) Window
- [ ] Directional – ( ) Non-Agricultural ( ) Agricultural
- [ ] Digital Graphic
- [ ] Electronic Message Board
- [ ] Identification
- [ ] Government
- [ ] Nameplate
- [ ] Real Estate
- [ ] Subdivision Identification

Type of Lighting: [ ] Non-Illuminated [ ] Externally Illuminated [ ] Self-Illuminated

Number of Faces: [ ] Single [ ] Double – ( ) Back to Back ( ) V-Type

Materials Sign Will Be Constructed of: _____

Business or Product to Be Advertised: _____

Exact Wording on Sign: _____

SIGN DIMENSIONS

Width _____ x Height _____ Sign Area _____ sq. ft. Height above grade _____

SETBACKS (from property line)

Front: Proposed: _____' **Left Side**: Proposed: _____'

Rear: Proposed: _____' **Right Side:** Proposed: _____'

OWNER/NOTARY CERTIFICATE

I hereby certify that the applicant has permission to construct the aforesaid sign on my property at the location indicated herein.

_____ _____
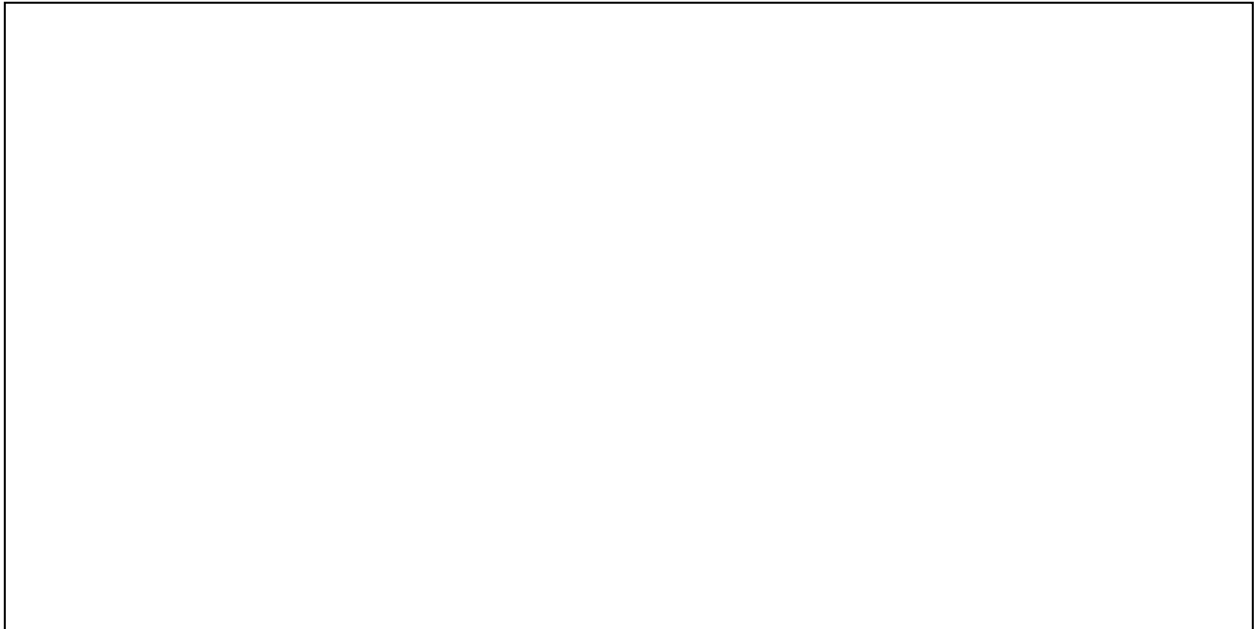
Owner Signature   Date

State of Kansas
County of Riley

Before me, the undersigned, a Notary Public in and for said State and County, on this _____ day of _____, 20_____, personally appeared _____, known to me to be the identified person(s) who executed the within and and foregoing acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes set forth herein. Witness my hand and official seal the day and year set forth.

_____ _____

Notary Public   Date Commission Expires

SKETCH OF SIGN

1. Draw parcel & indicate dimensions.
2. Indicate NORTH.
3. Identify location and dimensions of existing structures.
4. Identify existing or proposed streets, roads, and highways.
5. Identify location and dimensions of proposed sign.
6. Identify setback distances from proposed sign to all property lines.
7. Indicate location of any existing signs that are within a 500' radius of the proposed sign.

PLOT PLAN

OFFICE USE ONLY   Zoning: _____   S-T-R: _____

Appraiser PID#___ ___ ___-___ ___-___-___ ___-___ ___-___ ___ ___.___ ___

Flood Map # 200298 _____ E   Flood Zone: _____   FDP Required? ☐ Yes ☐ No