



Phone: (970) 323-5601
 Fax: (970) 323-5149
 townhall@ci.olathe.co.us

Date Received _____

Sign Permit Number _____

SIGN PERMIT APPLICATION / SIGN PERMIT

Business Name:		Sign Contractor:	
Business Contact:		Contractor Contact:	
Property Address of Sign:		Contractor Address:	
Phone:		Phone:	
Email:	Fax:	Email:	Fax:

ATTACHMENTS REQUIRED FOR ALL SIGN PERMIT APPLICATIONS

- Site Plan of the property and building showing all proposed and existing sign(s)
- Drawing of all signs, showing dimensions, square footage and height
- If applicable, a completed 'Freestanding Sign Calculation Worksheet' (Attached)
- If part of a Coordinated Sign Plan, attach copies of applicable sections of the plan

EXISTING SIGNS, ZONING, MAXIMUM SQUARE FOOTAGE

1. How many signs are currently on the property? _____
2. How many square feet is each? _____

Zoning	Maximum Area of All Signs
B, C & I	1 ½ ft ² per linear foot of street frontage or 200 ft ² , whichever is smaller
All Other Zones	See Section 3-5 for size limits

3. Zoning District _____ 4. Linear Feet of Principal Street Frontage _____

5. Feet of frontage (above) multiplied by 1 1/2 equals the total square footage of sign area allowed

SIGNS REQUESTED

6. Number of Primary Signs: _____ 7. How many square feet? _____

8. Type of Signs: Wall Sign _____ Freestanding Sign _____ Projecting Sign _____

9. Number of Secondary Signs: _____ 10. How many square feet? _____

11. Type of Signs: Wall Sign _____ Freestanding Sign _____ Projecting Sign _____

12. TOTAL NUMBER OF SIGNS PROPOSED _____

13. TOTAL SQUARE FEET PROPOSED _____

SIGN PERMIT FEES

Application Type	Fee
Real Estate and Construction Sign Permit (over 6 square feet)	\$15.00 per sign
Secondary Sign Permit	\$15.00 per sign
Primary Sign Permit	\$30.00 per sign

14. Permit Fee: \$ _____

I hereby acknowledge that I, the owner/applicant, have read and understand the Town of Olathe Sign Code; further, I hereby affirm the truth and varacity of the information I have provided upon this application. I agree to comply with all the Town of Olathe Sign Code Ordinances, Regulations, Policies and Procedures.

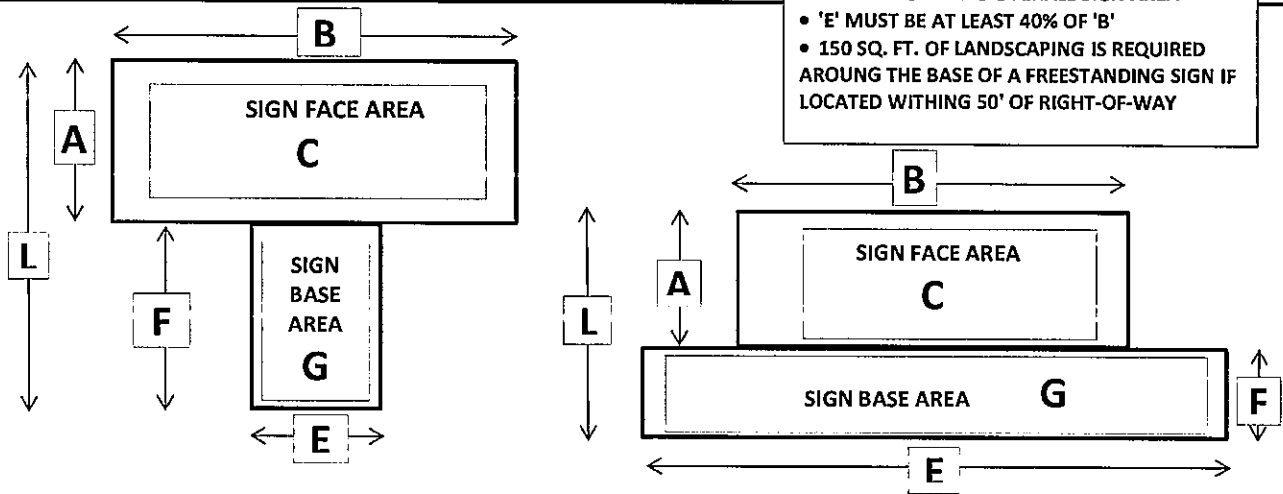
Signature

Date

FREESTANDING SIGN CALCULATION WORKSHEET

A	PROPOSED SIGN FACE HEIGHT		
B	PROPOSED SIGN FACE WIDTH		
C	PROPOSED SIGN FACE AREA (A * B)		
D	40% OF PROPOSED SIGN FACE WIDTH (B * 0.4)		
E	PROPOSED SIGN BASE WIDTH		
E MUST BE GREATER THAN OR EQUAL TO D			
F	PROPOSED SIGN BASE HEIGHT		
G	PROPOSED SIGN BASE AREA (E * F)		
H	50% OF SIGN FACE AREA (C * 0.5)		ANY PART OF THE SIGN BASE AREA GREATER THAN 50% OF THE SIGN FACE IS COUNTED TOWARDS OVERALL SIGN AREA
I	SIGN BASE AREA - 50% OF SIGN FACE AREA (G - H)		
J	EXCESS BASE AREA + SIGN FACE AREA (C+I)		TOTAL PROPOSED SIGN AREA
K	ALLOWED SIGN AREA FOR YOUR PROPERTY		MAXIMUM AREA IN COMMERCIAL ZONES: SINGLE TENNANT = 96 FT2 MULTI TENANT = 144 FT2
K MUST BE GREATER THAN OR EQUAL TO J			
L	TOTAL SIGN HEIGHT		
M	SIGN HEIGHT ALLOWED FOR YOUR PROPERTY		

EXAMPLES FOR REFERENCE



TOWN USE ONLY

NUMBER OF SIGNS PERMITTED _____

SQUARE FOOTAGE OF ALL SIGNS APPROVED BY THIS PERMIT _____ **SQ. FT.**

SIZE OF PRIMARY SIGNS (1) _____ **SQ. FT.** (2) _____ **SQ. FT.**

SIZE OF SECONDARY SIGNS (1) _____ **SQ. FT.** (2) _____ **SQ. FT.**

OTHER _____

VARIANCE? APPROVED _____ **VARIANCE NUMBER** _____

REQUEST: APPROVED _____ **DENIED** _____

STAFF SIGNATURE _____ **DATE** _____

PRINTED _____