

**Kansas Department of Transportation**  
**Application for Commercial Advertising Sign**  
**(Application to Build a Sign)**

**Sign Owner Information**                      **Classification of Sign Applying for:** \_\_\_\_\_

Applicants Name (Sign Owner Name) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

**Physical Description of Sign**                      Type of Construction \_\_\_\_\_

**Dimensions:** Height of Facing \_\_\_\_\_ ft. Width of Facing \_\_\_\_\_ ft. Overall Height Above Ground \_\_\_\_\_ ft.

**Type of Sign** (check all that apply):

Single face \_\_\_\_\_ Double faced \_\_\_\_\_ Side by Side \_\_\_\_\_ Stacked \_\_\_\_\_ V-Type \_\_\_\_\_ Back-to-Back \_\_\_\_\_

**Lighting** (choose one):

Lighted \_\_\_\_\_ Tri-Vision \_\_\_\_\_ LED \_\_\_\_\_ Other \_\_\_\_\_ No Lighting \_\_\_\_\_

Number of Faces \_\_\_\_\_ Advertisement \_\_\_\_\_

**Location of Sign Site**                      Is new sign location located within city limits; Yes \_\_\_\_\_ No \_\_\_\_\_ Nearest City \_\_\_\_\_

County \_\_\_\_\_

Highway Number \_\_\_\_\_ Side of Highway (circle one) N, S, E, W    Nearest Mile Marker Reference \_\_\_\_\_

**Zoning** (*Required-to be completed and signed by local zoning official- complete either zoned or unzoned section*)

**Zoned**-Commercial, Industrial or Business designations only

What is the zoning designation? \_\_\_\_\_

Does local zoning authority require a permit for off premise advertising?

Yes \_\_\_\_\_ (**If yes, attach approval**) No \_\_\_\_\_

Signature of Zoning Authority \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

**Unzoned**

Is location within 600 ft. of a qualifying business Yes \_\_\_\_\_

Name of Business \_\_\_\_\_

Signature of Local Authority \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

**Landowner Information**

Landowner Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

Do you have permission from the landowner to place your sign on this land? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Deed must be attached**

Have you read all of the statutes and regulations pertaining to Outdoor Advertising Control? Yes \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant                      Date \_\_\_\_\_

Failure to complete this application or giving false and/or misleading information will revoke and disqualify this permit. If you need further assistance, please call toll free 1 (877) 461-6817 - Hearing Impaired - 711 or email us at [KDOT#ROW.Signs@ks.gov](mailto:KDOT#ROW.Signs@ks.gov) Fax: 785-296-6946

- Return:** a) Application to Build Form  
b) Sketch or Photo of Proposed Sign  
c) Photos of Staked location  
d) Sketch or Map of Sign Location  
e) Zoning Authority Approval Documentation  
f) \$250 Application Fee  
g) Copy of Land Deed

**Mailing Address:**  
**Kansas Department of Transportation,**  
**Bureau of Right of Way, Outdoor Advertising**  
**700 SW Harrison Street, 14<sup>th</sup> Floor**  
**Topeka, Kansas 66603-3745**

### General Instructions

Read this entire set of instructions before attempting to fill out the form. All entries must be legibly printed or typewritten. Any omission of required information may result in the rejection of this application. A \$250 non-refundable processing fee must be attached.

### Classification Type

Legal Conforming or Rural Business

### Physical Description of Sign

**Type of Construction:** Enter type(s) of materials to be used in construction of signs. (i.e. metal, steel, or stone)

**Dimensions:** Enter the following dimensions in feet. Be sure to consider that any cutouts or extensions that extend outside of the regular portion of a sign, they are also configured into the overall height and/or width of the sign facing. Legal Conforming signs cannot exceed 900 sq. ft. Rural Business signs cannot exceed 32 sq. ft.

**Height of facing:** Vertical dimensions of the sign face (not height above ground) including border and trim, but not the apron. (In the case of a stacked structure, the area of separation in between panels is not included in the height measurement. **Cannot exceed 30 ft. for Commercial Advertising.**

**Width of facing:** including border and trim. (In the case of a side-by-side sign, the area of separation between the panels is not included in the overall width measurement.) **Cannot exceed 60 ft. for Commercial Advertising.**

**Overall Height above ground:** This measurement is from the roadway (road grade) to the very top of the structure. **Cannot exceed 50 ft. above road grade.**

### Photograph Attachments:

**1. Photos of the staked location** (the location where the sign is proposed to be constructed) must accompany each application for a sign. Please put your name on the stake. The photos should be taken from two different angles to assist KDOT personnel in locating the proposed site.

**2. Sketch or photo of your proposed sign** must be included with the application.

### Zoning and Commercial & Industrial Activities.

One of these qualifications must be met to obtain a permit or license for Commercial Advertising (Legal Conforming signs)

**Zoned Area:** Is the proposed location zoned? Zoning must be approved by an official zoning authority recognized by the State of Kansas. The proposed sign must be located in some type of commercial, industrial, or business type of zoning. Agricultural or Residential zoning is not permitted for commercial advertising signs.

To be completed & signed by local zoning official.  
Enter the name of entity that has zoned the property (City or County). **Signature of the zoning authority and documentation of this approval must be included with the application.**

### Un-zoned Area

If area is un-zoned, then your sign location must be within 600 ft. of a qualifying commercial or industrial activity and you must have approval to build the sign along with the signature of the local authority approving your permit to build.

### Landowner Information

Note: If applicant is not the landowner, prior approval to place a sign at this location must be obtained. In addition, a copy of the Land Deed must be attached.

**Applicant Signature and Date** Please sign and date your application.

**Fees** A \$250 non-refundable processing fee must be attached.

Please return the application, fee, and photos to the following address:

**Kansas Department of Transportation  
Bureau of Right of Way, Outdoor Advertising  
700 SW Harrison Street, 14<sup>th</sup> Floor  
Topeka, Kansas 66603-3745**

Toll Free: 1-877-461-6817

Fax: 785-296-6946

Hearing Impaired - 711

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