

Kansas Department of Transportation
Application for Directional and Official Signs
(Application to Build a Sign)

Sign Owner Information **Classification of Sign Applying for:** _____

Applicants Name (Sign Owner Name) _____

Name of Contact _____

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 APPROVAL (Required if there is local city or county permit or approval requirements)

Zoned Area

What is the zoning designation? _____ Unzoned _____

Does local zoning authority require a permit for off premise advertising? Yes _____ No _____

Signature of Zoning Authority _____

Title _____ Phone _____

Landowner Information

Landowners Name _____

Contact Name _____ Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____ Email Address _____

Legal/Location Description _____

Do you have permission from the land owner (if different than sign owner) to place your sign on this land? Yes _____ No _____

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 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 (if needed)**

f) **\$250 Application Fee**

Mailing Address:

**Kansas Department of Transportation,
Bureau of Right of Way, Outdoor Advertising
700 SW Harrison Street, 14th 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.

Sign Owner

The sign owner/license owner must be the agency or community entity, which reflects the advertisement proposed. This is not transferrable and must remain with the initial license/sign owner. (i.e. city, county, museum, historical society, ect.)

Advertisement

The sign advertisement must reflect the sign/license owner. (i.e. City of Topeka owns a sign/license that advertises "Welcome to Topeka" or A museum owns a sign/license that advertises and/or directs the public to the museum.

Classification Type

Directional or Official.

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 are also configured into the overall height and/or width of facing. (**Directional Signs cannot exceed 150 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 double-decked structure, the area of separation in between panels is not included in the height measurement.

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)

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 Approval

If the proposed location does not require a permit in a zoned area or approval in an unzoned area, state on the application in the zoning section that it is N/A. If the location does require approval for either zoned or unzoned area, then follow the instructions outlined below.

Zoned Area:

If the proposed location requires a local permit with the city or county, then zoning must be approved by an official zoning authority recognized by the State of Kansas. **Signature of the zoning authority and documentation of this approval must be included with the application.** Enter the name of entity that has zoned the property (City or County).

Unzoned Area: Do you still need approval to build a sign at this location? Check with your local planning/zoning or sign permitting authority. **If the local authority requires approval, a signature by that local authority is required on the application. Enter the name of entity that has approved the proposed location. (City or County).**

Landowner Information

Note: If applicant is not the landowner, prior approval to place a sign at this location must be obtained.

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:

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Bureau of Right of Way, Outdoor Advertising
700 SW Harrison Street, 14th Floor
Topeka, Kansas 66603-3745**

Toll Free: 1-877-461-6817

Fax: 785-296-6946

Hearing Impaired - 711

Email KDOT#ROW.Signs@ks.gov

www.ksdot.org/bureaus/burRow/beaut/