



Process for a Sign Permit Application

All applicants requesting a Sign Permit should consult with the Planning & Zoning Office prior to submitting their application. See the Jefferson County Zoning Regulations – Article 20 – Sign Regulations, for specific details on what is allowed in certain zoning districts. Applications submitted without requested documentation will not be viewed as complete and will not be accepted by the Zoning Office. Please allow 10 working business days for your permit to be reviewed.

All applicants must supply the following information when applying for a Sign Permit

- ❖ **Application fee of \$15.00 as established by Resolution 2011-016.**
- ❖ **Site map detailing where the existing and proposed new sign(s) will be located on the property.**
- ❖ **Scaled drawing showing the dimensions, material, and colors of the proposed sign(s). If not to scale, include all dimensions and a graphical representation of sign requested to be permitted.**
- ❖ **Paid tax receipts printed on the day of application** for all real & personal property owned by the applicant and/or property owner per Resolution 2015-010. These can be obtained on the first floor of the courthouse in the Treasurer’s office.
- ❖ **Copy of the Deed** for the property on which you are submitting the Sign Permit application to show owner of record. This can be obtained on the first floor of the courthouse in the Register of Deed’s office.
- ❖ **Affidavit of Authorization:** If the owner of the property is not applying for the permit, a notarized signed copy of the Contractor’s affidavit form prior to applying for a Sign Permit will be required. The form can be obtained in the Planning and Zoning office or online through the Jefferson County website under Planning and Zoning and then under signs.
- ❖ **If the owner of the property is a corporation, trust, partnership LLP, or LLC**, submission of Articles of Incorporation or a “like” document that substantiates the applicant’s authority to sign on behalf of the property must be submitted at time of application. If not submitted with the application, then the application will be deemed not complete, and this office will not accept the application.
- ❖ **Additional documentation if requested by the Zoning Office.**

Classifications of Signs

See the Jefferson County Zoning Regulations – Article 20 – Sign Regulations
- for definitions of the following and examples
(*Note that some are not allowed in certain Zoning Districts)

Functional Class: Advertising Sign, Advertising Decoration Sign, Billboard Sign, Electronic Message Board Sign, Temporary Sign

Structural Class: Arch Sign, Awning Sign, Canopy Sign, Changeable Copy Sign, Commercial Balloon Sign, Ground Sign, Marquee Sign, Monument Sign, Pole Sign, Portable Sign, Projecting Sign, Roof Sign, and Wall Sign



SIGN PERMIT APPLICATION - \$15.00 FEE PER SIGN

Please refer to the sign application process sheet for the other materials required as part of this application.
(Application DOES NOT constitute a sign permit. Gray areas on the application to be filled out by staff)

CAMA#: _____		Zoning: _____		PERMIT#: _____	
Owner Name: _____			Contractor: _____		
Mailing Address: _____			Address: _____		
_____			_____		
City		State		Zip Code	
Phone: () _____ - _____			Phone: () _____ - _____		
Email: _____			Email: _____		
EXISTING SITE INFORMATION: Business Name or reason for sign(s): _____					
Address or legal description of property: _____					
Length(s) of Frontage: _____ ft.		Name(s) of Frontage Road(s): _____			
Length(s) of Frontage: _____ ft.		Name(s) of Frontage Road(s): _____			
Number of EXISTING Signs: _____		Type: _____		Size of sign: _____	
				(square feet)	
Illuminated? Yes or No		Type: _____		Size of sign: _____	
				(square feet)	
TYPE(S) AND SIZE(S) OF SIGN PERMIT(S) REQUESTED:					
Dim. of Sign(s): _____ x _____ Ft.		Area: _____		New or Replacement?	Illuminated? Yes or No
(L) (W) (H)		(square feet)		(Circle One)	(Circle One)
Functional Class: _____			Structural Class: _____		
Dim. of Sign(s): _____ x _____ Ft.		Area: _____		New or Replacement?	Illuminated? Yes or No
(L) (W) (H)		(square feet)		(Circle One)	(Circle One)
Functional Class: _____			Structural Class: _____		
NOTICE: Issuance of a Sign Permit as required by these Regulations shall not act in lieu of any other permits or fees required by any other provisions of these Regulations or any other rules or regulations applicable to such sign and its placement. I, the undersigned, do hereby acknowledge that signage work must comply with all County Zoning Regulations and, if applicable, KDOT stipulations and requirements. Further, I do certify that I am authorized to request this permit by the owner of the real property where the sign will be erected.					
Signature of Owner/Agent: _____				Application Date: _____	
Owner/Agent printed name: _____					
<u>FOR OFFICE USE ONLY</u>					
This application and all corresponding documents were received at the office of the Zoning Administrator on this _____ day of _____, _____. It has been examined and found to be complete and accompanied by the required documents.					
Fee: \$ _____		Payment Method: _____		Taxes paid? _____	
Name: _____			Title: _____		