



Application for a Sign Permit

Russell County Zoning
401 N. Main, P.O. Box 113
Russell, KS 67665
(785) 483-6650

This form must be completed by the applicant and returned to the office of the Zoning Administrator.

An incomplete application cannot be accepted.

Applicant _____
Mailing Address _____ Phone: () _____

Agent, if any _____ Phone: () _____
Mailing Address _____

Applicant's interest in the property (owner, tenant, other) _____

If not the owner, does the applicant have written agreement for location of sign? _____

Type of sign requested _____

Current zoning where the sign is to be located _____

Name of the property owner of the site where the sign is to be located _____

Address of the property owner _____

Day telephone number of property owner _____

Location of the sign (**please be as specific as possible**). Include the location and/or address of the building, structure or lot where the sign is to be located, and position of the sign(s) in relation to nearby buildings and structures. _____

Sign dimensions _____

Height of the top of the sign above ground level _____

Method of securing sign to ground or building _____

The following must be included with this application:

- ✓ On the reverse side of this form, please provide a sketch of the sign location in relationship to the nearest state/municipal/county roads. If you have GPS capability, a latitude and longitude will suffice.
- ✓ Please provide a sketch or photograph of the sign to be erected.
- ✓ One sign per application
- ✓ Fee of \$ _____ per permanent sign
- ✓ Fee of \$ _____ per temporary sign
- ✓ If this is a temporary sign, give date of removal _____
- ✓ If applicant is not the property owner, attach proof of agreement with the property owner for placement of the sign. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected is **REQUIRED**.

The applicant agrees to furnish any additional information required for review and processing of the application for a sign permit. Applicant also understands that the sign permit, if issued, becomes null and void 60 days after date of issuance unless the type of activity covered by the permit has commenced.

Signature of Applicant

Signature of Authorized Agent (if any)

Date

Date

This application, if approved, will serve as your sign permit.

For Office Use Only:

Sign permit approved for a _____ sign on _____.
(Date)

By: _____
Lenny Tyson, Zoning Administrator

Sign permit denied _____.
(Date)

By: _____
Lenny Tyson, Zoning Administrator

Reason for denial _____

