

Pottawatomie County  
Office of Planning and Development

207 N. First St. P.O. Box 288 Westmoreland, KS 66549  
Phone (785) 457-3551 Fax (785) 457-3591 www.pottcounty.org

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**Sign Permit Application**

Permit No. \_\_\_\_\_

**Applicant Information**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Property Owner (if different than applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Location of Proposed Sign \_\_\_\_\_

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

**Specifications**

☐ New Sign ☐ Alteration ☐ Temporary

Cost of Sign \_\_\_\_\_

☐ On-Premise Sign ☐ Off-Premise Sign

☐ Wall Sign ☐ Pole Sign ☐ Monument Sign ☐ Roof Sign ☐ Kiosk ☐ Projecting Sign

☐ Other – Banners, Balloons, Aerial Devices on a temporary basis. Describe \_\_\_\_\_

☐ Billboard – Permitted on vacant land zoned CH, M2 or M3  
Conditional Use on land zoned CH, M2 or M3 with a principal use  
Additional conditions apply. See Article 11 - Pottawatomie County Unified Development Regulations

Will sign be illuminated? ☐ No ☐ Yes If Yes, by what method? ☐ Direct ☐ Indirect ☐ Internal

Sign Size \_\_\_\_\_ Sign Height (including pole or base) \_\_\_\_\_

Distance From Road Right of Way \_\_\_\_\_ Length of Lot Frontage \_\_\_\_\_

Number of Pole / Monument Signs Currently on the Property \_\_\_\_\_

**No portion of the sign may be located in, or extend / encroach into the road right of way.**

**Please submit a plan or drawing (to scale) indicating the sign location, size, type, materials, method of illumination, colors and general layout.**

**Permit Fees**

Exempt    Yes    No

Permit Fee \$25.00    \*Checks can be made payable to Pottawatomie County

**Property Owners Signature**

Applicant / property owner agrees to abide by the County's Unified Development Regulations (zoning regulations)

Date: \_\_\_\_\_ Applicant(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owners Signature: \_\_\_\_\_  
(If different than Applicant)

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**For Zoning Office Use**

Conditional Use Permit Required    ☐ No    ☐ Yes

Twp Code \_\_\_\_\_ RE# \_\_\_\_\_ Zoning \_\_\_\_\_ Plan \_\_\_\_\_ Acres \_\_\_\_\_

Flood Plain \_\_\_\_\_ Community / Panel# \_\_\_\_\_

Lot of Record    Yes    No    Parcel# \_\_\_\_\_

Property Description \_\_\_\_\_ S-T-R \_\_\_\_\_

Notes \_\_\_\_\_

**Approved:**    Yes    No

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Zoning Administrator)

By: \_\_\_\_\_  
(Zoning Enforcement Officer)