CITY OF TOPEKA SIGN PERMIT APPLICATION

DATE: _____

Development Services – Application #: _____ Permit fee: $_____

LOCATION: _____

NAME OF BUISNESS: _____

LEGAL DESCRIPTION: LOT _____   BLOCK _____   SUBDIVISION _____

 o LEGAL DESCRIPTION ATTACHED TO APPLICATION

IS PROPERTY ON THE REGISTER OF HISTORIC PLACES? _____YES _____NO

The undersigned hereby makes application to erect _____(total number) sign(s) as specified herein, and does agree that the provisions of the sign ordinance will be complied with whether the same are specified herein or not.

TYPE OS SIGN(S):   o GROUND SIGN   #(___)   o WALL SIGN #(___)   o POLE SIGN   #(___)
                         o TEMPORARY SIGN #(___)   o ROOF SIGN #(___)   o BALLON SIGN #(___)

WORK TO BE DONE: o NEW SIGN   o REWORK/REPLACE SIGN   o FACE REPLACEMENT

HEIGHT ABOVE GRADE IS _____ FEET. SIZE OF SIGN: WIDTH _____ LENGTH _____, TOTAL SQUARE FEET OF SIGN: _____ PER SINGLE FACE

SIGN CONTRUCTION OF WHAT TYPE OF MATERIAL? _____

IS SIGN ILLMINATED?   o YES   o NO   IF YES, HOW? _____

APPLICATION SHOULD INCLUDE THE FOLLOWING ATTACHEMENTS:

1. Drawings to scale indicating method of attachment, depth & size of sign foundation and structural members (The City reserves the right of requiring seal on plans).
2. Site plan indicating location of sign with dimensions to property lines, indicate any streets, drives or curb areas.
3. New, illuminated signs require an electrical inspection to be completed before installation.
4. Balloon signs may be placed four times a year for one week.
    Indicate date(s) the balloon sign will be flown: _____

Sign Company: _____
Address: _____ Phone: _____

Requirements for owners to erect a sign:

1) Public liability insurance policy covering all operations of $500,000 combined single limit for liability & property damage (Section 118-104).
2) Plans & specifications including stress diagrams or tabulated stresses, dimensions, materials, & details of construction together with complete details showing methods of anchoring the proposed sign (Section 118-58).
3) Site plan showing location on property with dimensions to property lines.

Owner: _____

Address: _____ Phone: _____

Site	Approval _____	Date _____	Disapproval _____	Date _____
Water	Approval _____	Date _____	Disapproval _____	Date _____
Traffic	Approval _____	Date _____	Disapproval _____	Date _____
Historical Society (if applicable)	Approval _____	Date _____	Disapproval _____	Date _____
Planning	Approval _____	Date _____	Disapproval _____	Date _____

Zoning of Property _____

X_____ Owner or Contractor Signature