



# Permanent Sign Permit

Community Development/Planning Dept.  
401 N. Madison St., Spring Hill, KS 66083  
(913) 592-3657 • (913) 592-5040 FAX  
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Permit No. \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Company Name of Sign Installer \_\_\_\_\_ Contact \_\_\_\_\_

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

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Location/Address of Sign** \_\_\_\_\_

**Description of Sign (include business name)** \_\_\_\_\_

\_\_\_\_\_

**Sign Dimensions** \_\_\_\_\_

Wall Sign

Detached Sign: Set back: \_\_\_\_\_ Over-all Height: \_\_\_\_\_

Projecting Sign

1. Extension over street, sidewalk or other property: \_\_\_\_\_

2. Distance from outside edge of sign to curb line or parking area: \_\_\_\_\_

3. Distance from lowest over-hanging part of sign to sidewalk, street, parking area or alley \_\_\_\_\_

Electrical Sign:  YES or  NO

To the best of my knowledge, this sign **will / will not** comply with the Spring Hill Sign Regulations.  
(circle one)

If not, please describe variance request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT (printed name) \_\_\_\_\_

**PERMIT FEES:** \$1.00 per sqft of sign area, one side only (\$5.00 minimum)  
*Electrical Signs: \$15.00 fee, in addition to \$1.00 per sqft*  
\_\_\_\_\_ sqft x \$1.00 = \_\_\_\_\_ + \$15.00 for electrical sign (if applicable)  
**PERMIT FEE TOTAL: \$** \_\_\_\_\_

**Please see the back page of this permit for specific regulations regarding permanent signs.**

Below is a list defining terms used on this application. The entire sign regulations can be found on the Spring Hill web site. [Chapter 17, Section 7](#)

Temporary Banners/Signs now have their own permit.

### Definitions of sign terms

A **Wall Sign** is a sign attached to or erected against an exterior wall of a building or structure, which projects not more than 12 inches from a wall and presents only one face with advertising copy to the public and does not extend above the roof line.

A **Detached Sign** shall be supported with a maximum of two poles, uprights or supports. It is not attached to a building.

A **Projecting Sign** is any sign that is extending more than one foot from the face of the building to which is attached, or which extends more than one foot above the roofline.

An **Attention Attracting Device** are any flasher, blinker, animation; banner, clock or other object designed or intended to attract the attention of the public to an establishment or to a sign.

### Illuminated Sign means:

- a. Semi-Illuminated Sign. Any sign, which is uniformly illuminated internally over its entire area, including the area of the sign, by use of electricity or other artificial light.
- b. Indirectly Illuminated Sign. Any sign, which is partially or completely illuminated at any time by an external light source, which is so shielded, as to not be visible at, eye level.
- c. Fully Illuminated Sign. Any sign, which is illuminated by an external or internal light, source which is visible.

**Sign Area** means the area of a sign set out in these Regulations shall mean the area encompassed by the perimeter of the sign.

The area of the sign shall be computed from the area enclosed by the perimeter upon which the letters, logo, etc. are placed except that when individual letters, logo, etc. are mounted individually and directly upon a building surface without change in the color or appearance of the surface background, the area of the sign shall be deemed to be the rectangle or other geometric form that encompasses the letters, logo, etc.

### Section 17.750

**A. Maintenance.** All signs, together with all their supports, braces, guys and anchors, shall be kept in good repair and in a proper state of preservation. The Building Inspector may order the removal of any sign that is not maintained in accordance with the provisions of the City Code.

### B. Prohibited Signs.

1. It shall be unlawful for any person to display any real estate advertisements or signs which recite that real property is to be used for purposes or will be zoned for land uses in the future, when in fact such real estate is not presently zoned for such purposes.
2. It shall be unlawful for any person to display upon any sign or other advertising structure any obscene, indecent or immoral matter.
3. Attention attracting devices, electrical signs and illuminated signs which are an annoyance to residential neighborhoods, or may impair night vision, or are a hazard to traffic, or interfere with or conflict with traffic signals, whether inside or outside the building, are prohibited.
4. Portable signs.
5. It shall be unlawful for any person to display any sign on public property or in the public right-of-way. In addition, no sign shall be attached to a fence, tree, temporary structure, or insecurely fastened to a building or the ground.