

OFF-SITE BILLBOARD SIGN PERMIT

WICHITA SEDGWICK COUNTY METROPOLITAN AREA PLANNING DEPARTMENT INSTRUCTIONS FOR FILING AN APPLICATION

The Sign Code of the City of Wichita requires a Special Review for an Off-Site Billboard Sign Permit when an off-site billboard sign is proposed to be located closer to a residentially-zoned lot or a residential structure than allowed by Section 24.04.222.4.d. of the Sign Code.

1. All applicants desiring to submit an Off-Site Billboard Sign Permit application should consult with the Metropolitan Area Planning Department (MAPD) prior to submitting a formal application. The purpose of the consultation is to advise the applicant of the rights and responsibilities in submitting such an application.
2. An Off-Site Billboard Sign Permit application is referred to the Metropolitan Area Planning Commission (MAPC) for a public hearing. The MAPC may approve, approve with conditions or modifications, or deny an Off-Site Billboard Sign Permit request. The MAPC typically meets twice a month on Thursdays in the 10th Floor Conference Room at Wichita City Hall, 455 N. Main. Refer to the MAPC calendar of public hearing dates to determine the application deadline by which an Off-Site Billboard Sign Permit application must be submitted to be heard on a specific date. It is the policy of the MAPC to consider no more than nine (9) new applications at any regular meeting; therefore, processing of an application may be delayed if too many new applications are received for a specific public hearing date.
3. The application may be scheduled for consideration by the District Advisory Board (DAB) for the City Council district in which the property is located. The applicant will be notified approximately three weeks after submitting the application of the date and time of the DAB meeting, if the request is to be considered by the DAB.
4. If a valid appeal or protest of the MAPC action on the request is filed, the MAPC's action becomes a recommendation that is forwarded to the City Council for final action. The City Council typically considers Off-Site Billboard Sign Permit requests one month after the MAPC public hearing.
5. The applicant shall submit a completed application form for an Off-Site Billboard Sign Permit request. An application for an Off-Site Billboard Sign Permit must be signed by the owner of the property on which the off-site billboard sign is proposed to be located and by the owner of the proposed off-site billboard sign or by the authorized agent(s) of such owner(s).
6. The applicant shall submit a site plan that, at a minimum, includes the following information:
 - a. A detailed graphic presentation of the subject property site, including property parcel dimensions;
 - b. The location of any other buildings or structures on the site;
 - c. The location, size and type of any other ground signs on the site;
 - d. The distance of the proposed sign from any buildings, structures or other signs on the site;
 - e. A detailed representation of the proposed sign, including sign structure and sign face dimensions, total height of the sign, and any related appurtenances such as catwalks.
7. An application for an Off-Site Billboard Sign Permit shall be accompanied by a current ownership list certified by a title company containing a legal description of the area in the application as well as the name and address of

the owner, and shall include the names and mailing addresses (with zip codes) of all property owners within 200 feet measured from the perimeter of the application area.

The certified ownership list shall also be provided in an electronic format that is compatible with Microsoft Word 2007. The electronic file shall be provided via E-mail (MCrockett@wichita.gov and LEstrada@wichita.gov) or on a CD. An application shall not be considered complete until the ownership list has been provided in the required electronic format.

8. In accordance with local policy, the applicant shall post one or more development application signs on the application site for at least 13 days immediately prior to the scheduled public hearing of the application request. Signs shall be purchased from the MAPD when the application is filed. The fee for each sign is \$3, and one sign is required for each street frontage.
9. The applicant shall submit the required filing fee as follows: \$500 plus the required sign fee. All checks shall be payable to the "City of Wichita", which acts as agent for the MAPD.
10. Request for a deferral of the hearing of any Off-Site Billboard Sign Permit shall be submitted to the MAPD at least 7 days prior to the scheduled hearing date. To cover the cost of preparing and mailing new notices, persons requesting a deferral will be charged a fee as follows:

Deferral

\$110

11. All application materials and the filing fee are submitted at the MAPD, which is located on the 10th floor of Wichita City Hall, 455 N. Main and is open from 8 a.m. to 5 p.m. Monday thru Friday, excluding holidays. Applications should be submitted no later than 4 p.m. to allow time for application review and processing prior to the close of business. Incomplete applications will not be accepted. Refer to the MAPC calendar of public hearing dates to determine the application deadline by which an Off-Site Billboard Sign Permit application must be submitted to be heard on a specific date. Questions regarding the application process may be directed to the MAPD at (316) 268-4421.

OFF-SITE BILLBOARD SIGN PERMIT CHECKLIST OF REQUIRED APPLICATION MATERIALS

- Application form
- Site plan
- Certified ownership list (original document and electronic copy)
- Filing fee

6. The names of the owners of all property included in this application MUST be listed as applicants. Contract purchasers, lessees or others directly associated with the property may also be listed if they desire to be advised of the proceedings. (Use a separate sheet for additional applicants if needed.)

A. APPLICANT _____ PHONE _____
 ADDRESS _____ ZIP CODE _____

AGENT _____ PHONE _____
 ADDRESS _____ ZIP CODE _____

B. APPLICANT _____ PHONE _____
 ADDRESS _____ ZIP CODE _____

AGENT _____ PHONE _____
 ADDRESS _____ ZIP CODE _____

C. APPLICANT _____ PHONE _____
 ADDRESS _____ ZIP CODE _____

AGENT _____ PHONE _____
 ADDRESS _____ ZIP CODE _____

7. We acknowledge receipt of the instruction sheet explaining the method of submitting this application. We realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor's certificate as required in the instruction sheet; and is accompanied by the appropriate fee. We further certify that the foregoing information is true and correct to the best of our knowledge. We authorize unannounced inspections of the subject property by City and/or County staff for the purpose of collecting information to review and analyze this request. We acknowledge that the MAPC, Governing Body, or Board of Zoning Appeals shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.

_____	By	_____
Applicant's Signature		Authorized Agent (If Any)
_____	By	_____
Applicant's Signature		Authorized Agent (If Any)
_____	By	_____
Applicant's Signature		Authorized Agent (If Any)

The Petition must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his own name and attach the owner's written notarized authorization to this application.

FOR OFFICE USE ONLY

Map _____ Zoning (N) _____ (S) _____ (E) _____ (W) _____ MAPC/BZA _____ Township _____
 Council/Commission District _____ DAB _____ Sm. City PC _____
 NA/HOA _____
 Date _____ Fee _____ Received By _____

Required Documents:

- Ownership List BZA Justification Legal Description Vacation Petition Site Plan Signs