

# OFF-SITE BILLBOARD SIGN PERMIT

## WICHITA SEDGWICK COUNTY METROPOLITAN AREA PLANNING COMMISSION 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 2nd Floor Conference Room at The Ronald Reagan Building, 271 W 3<sup>rd</sup> Street. 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. The electronic file shall be provided via E-mail ([ALopez@wichita.gov](mailto:ALopez@wichita.gov)). 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 \$5, and one sign is required for each street frontage.
9. The applicant shall submit the required filing fee as follows: \$675 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

\$150

11. All application materials and the filing fee are submitted at the MAPD, which is located on the 2nd floor of The Ronald Reagan Building 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

Note: When applying, please have yourself or your representative present during the processing of the application in case planners have questions or to correct possible errors on the application.

# APPLICATION

This form MUST be completed and filed at the Planning Department located on the 2nd floor of The Ronald Reagan Building, 271 W. 3rd Street, Wichita, KS, 67202 in accordance with directions on the accompanying instruction sheet. AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED. Check the appropriate box for type of application being submitted. A separate application form and filing fee is required for each application. A pre-application conference with the planning staff is recommended before filing this application.

## SECTION I

This property is located within:  Wichita  Sedgwick County (unincorporated)

### Metropolitan Area Planning Commission:

- Zone Change: From zoning district: \_\_\_\_\_ to \_\_\_\_\_
- Planned Unit Development:  Approval  Amendment to PUD \_\_\_\_\_  Adjustment to PUD \_\_\_\_\_
- Community Unit Plan:  Approval  Amendment to CUP \_\_\_\_\_  Adjustment to CUP \_\_\_\_\_
- Protective Overlay:  Approval  Amendment to PO \_\_\_\_\_  Adjustment to PO \_\_\_\_\_
- Conditional Use: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_  
 Adjustment to CU/CON#: \_\_\_\_\_
- Vacation of: \_\_\_\_\_ zone district: \_\_\_\_\_  
*(Use a separate sheet for legal description, if necessary)*
- Administrative Permit: To allow: \_\_\_\_\_-foot high wireless communication facility. zone district: \_\_\_\_\_
- Off-Site Billboard Sign within \_\_\_\_\_ feet of a residential lot/structure. zone district: \_\_\_\_\_

### Board of Zoning Appeals:

- Variance: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_
- Appeal of: \_\_\_\_\_ zone district: \_\_\_\_\_
- Zoning Adjustment: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_
- Sign Code Adjustment: To allow: \_\_\_\_\_ zone district: \_\_\_\_\_

## SECTION II

1. The application area is legally described as Lot(s) \_\_\_\_\_; Block(s) \_\_\_\_\_, \_\_\_\_\_ Addition, (Wichita) Sedgwick County, KS. If appropriate, a metes and bounds description may be attached.
2. The application area contains \_\_\_\_\_ acres.
3. This property is located at (address) \_\_\_\_\_ which is generally located at (relation to nearest streets) \_\_\_\_\_
4. We are filing this request for the following reasons: \_\_\_\_\_
5. County control number: \_\_\_\_\_

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 \_\_\_\_\_  
 Email Address \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

B. Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

C. Applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

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

**WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
and BOARD OF ZONING APPEALS  
2022 CALENDAR**

**The Ronald Reagan Building, 271 West 3<sup>rd</sup> Street, Second Floor, Ste. 203, Wichita, Kansas**

<b>CLOSING DATE (By 4:00 p.m.)</b>	<b>NOTICE TO OFFICIAL NEWSPAPER (By 9:00 a.m.)</b>	<b>ADVERTISING DATE (No Later Than Thursday)</b>	<b>SUBDIVISION COMMITTEE HEARING DATE (Thursday at 9:30 a.m.)</b>	<b>MAPC/BZA HEARING DATE (Thursday at 1:30 p.m.)</b>
November 29, 2021	December 13, 2021	December 16, 2021	December 22, 2021	January 6, 2022
December 13, 2021	December 27, 2021	December 30, 2021	January 13, 2022	January 20, 2022
December 27, 2021	January 10, 2022	January 13, 2022	January 27, 2022	February 3, 2022
January 10, 2022	January 24, 2022	January 27, 2022	February 10, 2022	February 17, 2022
January 24, 2022	February 7, 2022	February 10, 2022	February 24, 2022	March 3, 2022
February 7, 2022	February 21, 2022	February 24, 2022	March 10, 2022	March 17, 2022
February 28, 2022	March 14, 2022	March 17, 2022	March 24, 2022	April 7, 2022
March 14, 2022	March 28, 2022	March 31, 2022	April 14, 2022	April 21, 2022
March 28, 2022	April 11, 2022	April 14, 2022	April 28, 2022	May 5, 2022
April 11, 2022	April 25, 2022	April 28, 2022	May 12, 2022	May 19, 2022
April 25, 2021	May 9, 2022	May 12, 2022	May 26, 2022	June 2, 2022
May 9, 2022	May 23, 2022	May 26, 2022	June 09, 2022	June 16, 2022
May 23, 2022	June 13, 2022	June 16, 2022	June 23, 2022	July 7, 2022
June 13, 2022	June 27, 2022	June 30, 2022	July 14, 2022	July 21, 2022
June 27, 2022	July 11, 2022	July 14, 2022	July 28, 2022	August 4, 2022
July 11, 2022	July 25, 2022	July 28, 2022	August 11, 2022	August 18, 2022
July 25, 2022	August 8, 2022	August 11, 2022	August 25, 2022	September 1, 2022
August 8, 2022	August 22, 2022	August 25, 2022	September 8, 2022	September 15, 2022
August 29, 2022	September 12, 2022	September 15, 2022	September 22, 2022	October 6, 2022
September 12, 2022	September 26, 2022	September 29, 2022	October 13, 2022	October 20, 2022
September 26, 2022	October 10, 2022	October 13, 2022	October 27, 2022	November 3, 2022
October 10, 2022	October 24, 2022	October 27, 2022	November 10, 2022	November 17, 2022
October 24, 2022	November 7, 2022	November 10, 2022	November 23, 2022	December 1, 2022
November 7, 2022	November 18, 2022	November 23, 2022	December 8, 2022	December 15, 2022
November 28, 2022	December 12, 2022	December 15, 2022	December 21, 2022	January 5, 2023
December 19, 2022	December 30, 2022	January 5, 2023	January 12, 2023	January 19, 2023
December 30, 2022	January 13, 2023	January 19, 2023	January 26, 2023	February 9, 2023
January 13, 2023	January 30, 2023	February 2, 2023	February 16, 2023	February 23, 2023
January 30, 2023	February 13, 2023	February 16, 2023	March 2, 2023	March 9, 2023
February 13, 2023	February 24, 2023	March 2, 2023	March 16, 2023	March 23, 2023

The MAPC and the BZA meet at 1:30 p.m. on the dates indicated above. If you have questions contact the Metropolitan Area Planning Department at (316) 268-4421.

Red = date adjustment due to holiday