

Posting Signs

Instructions

At the time an application for a rezoning, conditional use, special use, community unit plan, use exception or variance for property in the City of Wichita or the unincorporated area of Sedgwick County is filed, the applicant or agent will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

Location of Sign(s)

Generally, one double-faced sign will be required on the primary street frontage. The sign should be located so it can be read from the street and is not hidden by other signs, cars, shrubs, etc. For those areas that are odd-shaped, more than 400 feet wide, or have unique circumstances, additional signs may be required. There are sketches showing general examples of where signs should be placed below.

How to Post Sign(s)

It is suggested that each sign be affixed to two 2" by 2" stock wood stakes driven into the ground approximately one foot or to a substantial depth to assure that it will remain upright. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign to the ground should not be less than three feet. The applicant is responsible for insuring that the sign is not hidden and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The signs should not be placed more than ten feet behind the property line adjacent to the street.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to insure that the sign will be visible to the general public. The Planning department will furnish the applicant a sketch of the application area indicating where the signs should be posted and any special circumstances that would result in the sign(s) being posted in a substantially different manner than described above.

Posting Time

The applicant is responsible for placing the signs on the application area 13 days prior to the scheduled hearing date. The sign(s) shall remain until the Metropolitan Area Planning Commission (MAPC) or Board of Zoning Appeals (BZA) takes action on the request or until the case is withdrawn. The applicant shall be responsible for maintenance of the signs during this time period. The applicant shall remove the signs within three days from the date of the MAPC or BZA action or case withdrawal.

The signs are disposable and not returnable to the Planning Department.

(Note: Failure to post signs according to this policy may result in a one-month deferral of the application to the BZA.)

The sketches at the right show general examples of where signs should be placed:

