

**JACKSON COUNTY, MISSOURI**  
**APPLICATION FOR OFF-PREMISE SIGN**

**APPLICANT INFORMATION:**

1. Application must be filed with the Jackson County Development Division, 303 W. Walnut, Independence, Missouri 64050.
2. Refer to the Off-Premise Sign Standards, Section 24007.2 of the Jackson County Unified Development Code (Enclosed). When an Off-Premise Sign does not comply with these standards, applicant has the right to petition the Board of Zoning Adjustment for a Variance, Section 24003.23.
3. A scaled map of the property, correlating with the legal description, and clearly showing the off-premise sign location must accompany the application. Also include a scaled drawing of the sign showing size and construction materials.
4. Application must be typed or printed in a legible manner. Provide all information requested. Incomplete applications will be returned to applicant.
5. The filing fee of \$100.00 ≤100 sq. ft., \$500 >100 sq. ft. (non-refundable) must accompany application.  
(Check payable to Manager of Finance)

**TO BE COMPLETED BY OFFICE PERSONNEL ONLY:**

**APPLICATION NUMBER ASSIGNED:** \_\_\_\_\_

**DATE FILED** \_\_\_\_\_ **PRIMARY ROADWAY** \_\_\_\_\_

**CONFORMS TO OFF PREMISE SIGN STANDARDS:** YES \_\_\_\_\_ NO \_\_\_\_\_

**IF NO, LIST STANDARD EXCEPTIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BZA ACTION REQUIRED:** YES \_\_\_\_\_ NO \_\_\_\_\_

**ACTION TAKEN:** \_\_\_\_\_

**PERMIT APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_  
**DIRECTOR OF PUBLIC WORKS or**  
**AUTHORIZED REPRESENTATIVE**

**BEGIN APPLICATION HERE:**

**1. DATA ON APPLICANT(S) AND OWNERS(S):**

a. Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

b. Property Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

c. Agent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

**2. DATA ON PROPERTY:**

a. Address (if applicable) \_\_\_\_\_

b. Zoning District: \_\_\_\_\_

c. Legal Description: (Write Below or Attach) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. DATA ON OFF-PREMISE SIGN:**

a. Previous Permit No: \_\_\_\_\_

b. Location:   N  S  E  W   Side Of \_\_\_\_\_

CIRCLE ONE

Primary Road

\_\_\_\_\_ ft.   N  S  E  W   Of \_\_\_\_\_

CIRCLE ONE

Secondary Road

c. Size \_\_\_\_\_ X \_\_\_\_\_ ft. Gross Area \_\_\_\_\_ sq. ft.

d. Height \_\_\_\_\_ ft. From Sign Base \_\_\_\_\_ or Road Grade \_\_\_\_\_

e. Type Construction (Check One) Single Face \_\_\_\_\_ Double Face \_\_\_\_\_

Back -To- Back \_\_\_\_\_ V-Type \_\_\_\_\_

f. Describe Lighting (If-Applicable) \_\_\_\_\_

**4. STATE PERMIT REQUIRED: YES \_\_\_\_\_ (Attach Copy) NO \_\_\_\_\_**

**CERTIFICATION:**

1. I (We) hereby certify that all of the foregoing statements contained in this application as submitted herewith are true to the best of my (our) knowledge and belief.

	<u>Signature</u>	<u>Date</u>
Property Owner(s)	_____	_____
	_____	_____
Applicant(s):	_____	_____
	_____	_____
Agent(s):	_____	_____
	_____	_____

2. PROPERTY OWNERS SIGNATURE MUST BE NOTARIZED OR ATTACH COPY OF LEASE AGREEMENT.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_, before me the undersigned notary public, personally appeared \_\_\_\_\_

\_\_\_\_\_ known to me to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_ Commission Expires \_\_\_\_\_

Notary Public