

PERMIT REQUIREMENTS

1) Unless specifically provided for by the Unified Development Ordinance (UDO), permits and payment of fees are required for all new signs or alterations of any existing sign. (No permit is required for the maintenance of a sign, or for the change of copy on painted, printed or changeable copy signs.)

2) All signs must comply with all other regulations imposed in the Building Code.

3) Exempt from the permit process provided they meet all other requirements of the UDO and do not exceed certain square footages as outlined in the UDO (Refer to the UDO at <https://www.lansings.org/UDO> for additional information):

- a) Address or Memorial Signs
- b) Public Safety or Traffic Control
- c) Flags
- d) Window Signs
- e) Temporary Signs
- f) Minor Signs
- g) Agricultural Business Signs
- h) Home Occupation Signs
- i) Construction Signs
- j) Grand Opening

4) Political signs during the 45 days before and 2 days after an election are allowed within the right of ways in the City of Lansing. Please refer to the Political Signage brochure for additional information including a schematic of where these signs can be placed and comply with the requirements of the city.

TO OBTAIN A PERMIT

- 1) When applying for a sign permit from the Community & Economic Development Department Include:
 - a) Name and address of the owner of the sign
 - b) Street address of location of the property on which the sign is to be located, along with the name and address of the property owner.
 - c) Name of person, firm, corporation, or association erecting the sign.
 - d) The type and size of the sign or sign structure as defined by the sign regulation.
 - e) A site plan showing the proposed location of the sign (including building elevations), along with the locations and sq ft of all existing signs on the same premises.
- 2) Permit Fees:
Temporary Sign- \$50.00.
General Sign- \$100.00.
Sign with Electrical- \$150.00
- 2) Permit is issued only if plans comply with regulations.

Apply for permits at:
permits.lansings.org



- B-1 Neighborhood Business**
- B-2 General Business**
- B-3 Regional Business**
- I-1 Light Industrial**
- I-2 Heavy Industrial**

**City of Lansing
Community & Economic
Development**

**730 First Terrace, Suite 2
Lansing, Kansas, 66043
www.lansings.org
Phone (913) 727-2400**

GENERAL STANDARDS

- 1) In both Business and Industrial Zones, gross sign area is based on a computation of lineal street frontage. The computation for properties that abut more than one street, the lineal street frontage shall be determined by using the whole dimension of the fronting street and 1/2 (one-half) the dimension of the second street.
- 2) Lighted signs are allowed. However some types of lighting are prohibited. Please contact the Community & Economic Development Office for more information.
- 3) Prohibitions:
 - a) No signs are allowed on public property, except those placed by agencies of governments.
 - b) No signs on private property unless permission is granted by the owner.
 - c) No sign can block a required accessway or window.
 - d) No signs are allowed to be placed on trees, fences or utilities poles on public property.
 - d) No Beacon or Spotlights without special permit.
 - e) Animated, rotating, flashing, and blinking signs are prohibited.
 - f) Roof signs.
 - g) The total height of a free standing sign shall not exceed the height specified for that district.
 - h) Signs which display obscene, indecent or immoral matter.
 - i) All signs not specifically allowed that is capable of being carried, wheeled, or moved from one location to another.
 - j) No advertising or off site signage is allowed in any district.

- 4) Traffic Safety must be maintained, signs cannot interfere, mislead or confuse traffic. All signs within 3 ft of a driveway or within a parking area shall have its lowest elevation at least 10 ft above the curb level. No sign shall project over public property or be within the sight triangle as defined by the Unified Development Ordinance (UDO).
- 5) Existing non-conforming signs can be eligible for legal non-conforming status. Please contact the Community & Economic Development Office for more information.

INDUSTRIAL DISTRICT SIGN ALLOWANCES

Sign Types Permitted:

- ◆ Wall Sign
- ◆ Freestanding Sign
- ◆ Pedestrian Sign
- ◆ Temporary Sign
- ◆ Internal Ground Sign

Refer to Table 8-2: Sign Allowances in the Unified Development Ordinance for allowances for each district and zoning type.

Of note:

- ◆ Wall Signs are only allowed 2 signs per tenant with exterior entrance (multi-tenant building) - otherwise 3 per façade max. Allowed up to 10% of façade max.
- ◆ Freestanding Signs are allowed 1 sign per each 200' section of street frontage; maximum of 3 signs on any lot; 100' min. separation between signs. Max size per sign 150 s.f., subject to setbacks outlined in Table 8-2. Specific allowances for signs that front K-7 (Main Street).

BUSINESS DISTRICT REGULATIONS

Sign Types Permitted:

- ◆ Wall Sign
- ◆ Freestanding Sign
- ◆ Pedestrian Sign
- ◆ Temporary Sign
- ◆ Internal Ground Sign

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Of note:

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