Main Street Special Review District

Expedited Sign Permit

APPLICANT: _____

BUSINESS NAME: _____

ADDRESS: _____

_____

TELEPHONE #: _____

PROPERTY OWNER: _____

TENANT: _____

ADDRESS: _____

_____

TELEPHONE #: _____

The undersigned requests that the Executive Director of the Main Street Corridor Development Corporation and the Chairperson of the Main Street Special Review District proceed with expedited review of the attached sign request as provided in Section V. of the Main Street Special Review District Guidelines. The applicant acknowledges that the sign referencing said business shall not be placed or erected prior to approval by both the Main Street Special Review District and issuance of a sign permit by the Permit Division of the City Development Department of Kansas City Missouri.

_____	_____
Signature of Applicant	Date
_____	_____
Executive Director of the Main Street Corridor Development Corporation	Date
_____	_____
Chairperson, Main Street Special Review District	Date

Main Street Special Review District

Sign Application Submittal Checklist

To expedite the review of your signage permit with the Main Street Special Review District, it is required that you include the following information with your submittal:

1. **A completely filled out sign permit application.** All questions on the sign application must be answered completely and legibly. This information is required in order to review the signage request in an efficient manner. The information requested is applicable to your signage request. If the information is not completed in full the application will not be accepted.

2. A **site plan/survey** of the property which illustrates the location of the proposed sign in relation to property lines. The square footage of the applicable building façade must be noted on this plan in order to determine the appropriate total square footage of signage for the site. For free standing signage, as allowed, both the location of the sign as well as total square footage must be noted on the plan.

3. **Elevations** which show the location of the proposed signs on the building and all dimensions must be shown.

5. The **total number of signs** and the total square footage of all signs proposed must be clearly identified on the Sign Application**.**

6. **Color and material** shall be described for all proposed signs.

7. Any **illumination** in conjunction with the sign must be indicated on the sign plans and must meet the lighting requirements of Chapter 88.