



**Marion County
Planning, Zoning
Environmental Health**

203 S. Third St
Marion, KS 66861
620-382-2945

Instructions

Application for a sign permit

1. The application form shall be completely filled in with the information requested or the notation N/A (Not Applicable).
2. All application must be accompanied by a drawing of the property on which the sign is to be located, showing the location of the sign and any other signs existing on the property, and a scaled drawing of the proposed sign.
3. The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves of the requested sign permit.
4. The appropriate fee shall be paid at the time of filing an application.
5. Applications shall be filed in the office of the Zoning Administrator.
6. All sign permit applications for any off-premise advertising sign or billboard are subject to the siting restriction of the Highway Beautification Act in Kansas statutes if the proposed billboard is located along any applicable state or federal highway. A local permit will be required only if the proposed billboard is eligible for permitting by the Kansas Department of Transportation.