



City of Arkansas City, Kansas
Neighborhood Services
Phone: 620-441-4420 Fax: 620-441-4403

Signs

The [Sign Regulations](#) can be found in Article 27 of the Zoning Regulations. A [Sign Quick Reference Chart](#) is also available. A sign permit is not required for any signs listed in Section 27-3 of the Zoning Regulations or any project which involves only the changing of the sign face. Signs included in Section 27-4 Signs Prohibited, will not be issued a sign permit.

Submittal Requirements:

- [Building Permit Application](#)
- Site plan drawn to scale with location of existing and proposed signage including dimensions. For wall or projecting signs, elevation drawings should be included.
- Detailed drawings of all existing (existing signage area will count against the total allowed signage for the site) and proposed signage including dimensions (including sign area and height measured from the average grade to the top of the sign as well as the average grade to the bottom of the sign)
- If the optional design review process is used in order to increase the total allowed signage, the detailed drawings must include proposed style and colors including the sign support. Details on this process can be found in Section 27-17 of the Zoning Regulations. Contact the Zoning Administrator to go through this process.
- Signs in the Historic District must go through the design review process as part of the historic review.
- Billboard and Off-premises signs must follow the regulations set forth in Section 27-13. These signs do not count against the total allowed site signage but do require a conditional use permit.

Additional Requirements:

- All signs must be maintained according to Section 27-14 of the Zoning Regulations. Signs not in compliance with this section must be removed.
- Electronic message centers must follow all regulations within the individual district regulations as well as Section 27-5 General Sign Regulations paragraph d.