



Check these regulations before placing any signs.

Get in touch with our office if you have any questions.

Contact our office if you need assistance with the sign permit application process.

**Signs placed illegally in the right-of-way will be removed by the City. Once removed they will be held for 3 days in the Development Services offices, Room 201 of the City-County Building, after which they will be discarded.**

## Getting a Sign Permit

(required if political sign is larger than 8 sq. ft.)

1. Submit a completed and signed Sign Permit Application. Application forms are available online at <http://www.salina-ks.gov/content/126/449/954/488/default.aspx> or Development Services Dept., Room 201 of the City-County Building.
2. Identify the owner of the property and obtain owner's consent.
3. Submit a site plan, indicating the location of the proposed signage, with the application.
4. Submit elevation drawings, with dimensions, with the application.
5. Once a **complete** submittal is received it will be reviewed by staff. Please allow a minimum of 3 working days for staff to complete a review.
6. Once a permit is approved for issuance the permit applicant will be notified that the permit is ready to be issued. There is no fee for political sign permits.
7. Once the permit is picked up by the applicant (issued), the sign can be placed on the property.

City of Salina  
Development Services Department  
Planning Division  
**785-309-5720**  
300 W. Ash, Room 201  
Salina, KS 67401



PLF-134, 12-2013

# Personal Opinion and Political Campaign Signs



*Placement of non-commercial personal opinion signs and political campaign signs within the city.*



# Personal Opinion and Political Campaign Signs



## Residential Lots

1. Personal opinion signs **not larger than 8 square feet** (example 2 ft. x 4 ft.) may be placed on any residential lot at any time.
2. Signs larger than 8 square feet in size cannot be placed on residential lots.
3. Permits are not required for signs that are not larger than 8 square feet in size.
4. Property owner must give permission prior to placing any signs.

## Commercial/Industrial Lots

1. Political signs less than 8 square feet may be placed on any commercial or industrial zoned property with the permission of the property owner. A permit is not required.
2. Political signs ***in excess of 8 square feet*** require permits (Sec. 42-501) and can be placed on property located in the following zoning districts:
  - A-1 - per Code Sec. 42-516(1)
  - C-1 - per Code Sec. 42-519(1)
  - C-3 - per Code Sec. 42-520(1)
  - C-5,C-6,C-7 - per Code Sec. 42-522(1)
  - I-1 - per Code Sec. 42-523(1)
  - I-2 & I-3 - per Code Sec. 42-524(1)

Sign Sizes Examples of Square footage:				
Tall	x	Wide	=	Square Ft.
1.5'	x	3'	=	4.5
2'	x	4'	=	8
2' 8"	x	4'	=	10.7 *
3'	x	4'	=	12 *
4'	x	8'	=	32 *

\* - Only allowed on commercial or industrial zoned property and requires approval and issuance of a sign permit prior to placement.



## ALL POLITICAL AND PERSONAL OPINION SIGNS:

1. Can only be placed on private property with permission from the property owner.
2. Cannot block any required access-way or window. Sec. 42-503(f)
3. Cannot be placed on utility poles or trees whether on public or private property. Sec. 42-503(g).
4. Cannot be maintained at any location where by reason of its position, size, shape or color it may obstruct, impair, obscure, interfere with the view of, or be confused with any traffic-control sign, signal or device, or where it may interfere with, mislead or confuse traffic. Sec. 42-503(j)
5. Cannot be located in any vision triangle formed by the curb lines of any two (2) intersecting streets, except signs mounted ten (10) feet or more above the ground whose supports do not constitute an obstruction. Sec. 42-503(k)
6. Cannot be placed on public property in any district. This prohibition applies to public street right-of-way. **RULE OF THUMB:** Placing signs at least 13 1/2 feet from the street avoids right-of-way on most streets. Sec. 42-503(l)