

CITY OF KECHI, KANSAS

INSTRUCTIONS TO THE APPLICANT REQUESTING A CONDITIONAL USE BEFORE THE BOARD OF ZONING APPEALS AS PROVIDED FOR IN THE ZONING REGULATIONS

1. Applicants are advised that the Kechi Board of Zoning Appeals is only authorized to grant conditional uses as exceptions which are specifically provided for in the City Zoning Regulations.
2. An applicant must complete an application form and all blanks should be filled in or noted as N/A. See Section 10-108 of Zoning Regulations for procedures pertaining to a conditional use.
3. Applicant must submit a current ownership list of names, mailing addresses and zip codes of all real property owners within 200 feet of the exterior boundary of the area in the City described in the application both within the city limits and extending outside the city limits. If such area is located adjacent to but inside the city limits, the ownership list, in addition to the 200 feet inside the city limits, shall provide similar information extending to 1,000 feet into the unincorporated area. (See Section 10-103 for Notice of Hearing.)
4. The applicant must submit a statement, in writing, providing information as required by Section 10-108A and present data in support of the standards for review described in Section 10-108C of the Zoning Regulations. Such review standards shall serve as the basis for the Board's decision.
5. The above noted application and accompanying documents shall be submitted to the Zoning Administrator at least 30 days before the next regular Board meeting, together with a fee to the City as established by the fee schedule in Section 9-104 of the Zoning Regulations. See Zoning Administrator for fee schedule information. Incomplete applications will be returned to the applicant.
6. Notice of the public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that at least 20 days elapse between the date of publication and hearing date. Notices of the hearing will also be mailed by the Zoning Administrator to all property owners on the ownership list, the applicant and the Secretary of the City Planning Commission so that at least 20 days shall elapse between the mailing date and the hearing date.
7. If the conditional use is approved, it shall be valid for only 180 days unless within such period a zoning permit is obtained and the conditional use requested is started. The Board of Zoning Appeals may grant extensions not exceeding 180 days each, upon written application, without further notice or hearing
8. Please note that the City is processing your application under the minimum time period prescribed by State law.

APPLICATION FOR A CONDITIONAL USE UNDER THE ZONING REGULATIONS

This is an application for a conditional use. The form must be completed in accordance with directions on the accompanying instructions and filed with the Zoning Administrator at 200 West Kechi Road, P.O. Box 88, Kechi, Kansas 67067.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.)

- 1. Name of Applicant _____
 Address _____ Phone _____
 Name of Agent, if any _____
 Address _____ Phone _____
 Relationship of applicant to property is that of _____
 (Owner, Tenant, Lessee, etc.).

- 2. Application is made for a conditional use as an exception as provided for in Section 10-108 of the City Zoning Regulations to permit the establishment of:

for property located at _____

and legally described as _____

in the City which is zoned as the _____
District.

3. The applicant herein or his/her authorized agent acknowledges:
- a. That he/she has received instruction material concerning the filing and hearing of this matter; and
 - b. That he/she has been advised of the fee requirements established and that the appropriate fee is herewith tendered; and
 - c. That he/she has been advised of his/her rights to bring action in the District Court of the County to appeal the decision of the Kechi Board of Zoning Appeals; and
 - d. That all documents are attached hereto as noted in the instructions; and
 - e. That the Kechi Board of Zoning Appeals has the authority to require such conditions as are deemed necessary and reasonable in order to serve the public interest.

Applicant	Date	Agent (If any)	Date
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OFFICE USE ONLY

This application was received at _____:_____ (a.m., p.m.) on _____, 19__ by the Zoning Administrator acting for the Board of Zoning Appeals. It has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$_____.

cc: Applicant

Zoning Administrator