

CITY OF KECHI, KANSAS

**INSTRUCTIONS TO THE APPLICANT REQUESTING A VARIANCE FROM  
THE ZONING REGULATIONS BEFORE THE BOARD OF ZONING APPEALS**

1. Applicants are advised that the Kechi Board of Zoning Appeals is only authorized to consider variances from the City Zoning Regulations as listed in Section 10-107C.
2. An applicant must complete an application form and all blanks should be filled in or noted as N/A. See Section 10-107 of the Zoning Regulations for procedures pertaining to a variance.
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 of the Zoning Regulations for Notice of Hearing.)
4. The applicant must submit a statement in writing providing information as required by Section 10-107A of the Zoning Regulations.
5. The applicant must submit a sketch drawn to scale showing the lot(s) included in the application, the structures existing thereon and the structures proposed which necessitate the request. All appropriate dimensions should be included and any other information which would be helpful to the Board of Zoning Appeals in consideration of the application. A professionally drawn sketch is not necessary.
6. 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.
7. 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.

8. Prior to the hearing, applicants are advised to study the standards for granting variances in Section 10-107D of the Zoning Regulations of which Section 10-107D1 are required by State statutes and will be the basis for the Board of Zoning Appeals' decision.
9. If the variance is approved, it shall be valid for only 180 days unless within such period a zoning permit is obtained and the variance requested is started. The Board of Zoning Appeals may grant extensions not exceeding 180 days each, upon written application, without further notice or hearing.
10. Please note that the City is processing your application for a variance under the minimum time period prescribed by State law.

APPLICATION FOR A VARIANCE FROM THE ZONING REGULATIONS

This is an application for a variance. 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, KS 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 variance as provided for in Section 10-107 of the City Zoning Regulations to permit (describe request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \$\_\_\_\_\_.

\_\_\_\_\_ Zoning Administrator

cc: Applicant