

NECESSARY INFORMATION TO ACCOMPANY APPLICATIONS TO THE CITY OF ARKANSAS CITY, KANSAS BOARD OF ZONING APPEALS

In submitting an application to the Board of Zoning Appeals, the following information must be provided:

- I. A letter addressed to the Board of Zoning Appeals, with the following information:
 - A. Street address of subject property.
 - B. Legal description of subject property.
 - C. Whether application is being made for a (1) variance, (2) exemption or is (3) an appeal from a determination made by the Public Works Department.
 - D. Reason for application to the Board.
 - E. A clear and accurate description of any proposed construction or proposed use.
 - F. If the application is an appeal from a determination of the Public Works Department, submit a copy of any Notice or other order issued by the Public Works Department.
 - G. If the application is for a variance or exemption, submit a statement of the unnecessary hardship, or practical difficulty, encountered with reference to the zoning regulation(s) in question. [The Board may modify or vary from a particular requirement of the zoning regulations only when an unnecessary hardship, or practical difficulty, is encountered which is unique to the property in question and would not be applicable generally to other property that is subject to the same regulation.]
 - H. The letter shall be signed by the owner of the property in question or by an authorized agent. When signed by an agent, information shall be furnished to show that the agent has authority to act for the owner.

- II. Descriptions of proposed development should be accurately drawn to scale and show the following information:
 - A. Property boundary lines and dimensions.
 - B. Existing and proposed buildings or structures on the property, indicating their uses, dimensions, and distance from property lines.
 - C. Existing and proposed driveways, off-street parking areas, loading and unloading areas, properly dimensioned and showing individual parking spaces, type of surfacing, distance from property lines and type of screening.
 - D. The Board may require information on locations of buildings and structures on surrounding property if it considers such information necessary for its proper evaluation of the application.

**VARIANCE APPLICATION
ARKANSAS CITY, KANSAS**

For Office Use Only	
FILE NO:	_____
DATE SUBMITTED:	_____
RECEIPT NUMBER:	_____
DATE OF HEARING:	_____
FILING FEE:	_____

Applicant Name(s): _____

Applicant's Mailing Address:

_____ Street Address

_____ City State Zip Code

Applicant's Phone and Facsimile Numbers and E-Mail Address:

Telephone: _____
Home Work

Facsimile: _____
Home Work

E-Mail: _____
Home Work

Address of Property for Which Variance is Sought:

_____ Street Address

Legal Description of Property: _____

Applicant's Interest in Property: _____

Property involved is currently zoned as: _____

IF THIS IS A VARIANCE FROM THE AREA, SETBACK OR HEIGHT REQUIREMENTS, INDICATE WHICH:

Item	Regulations Require:	Request is for:
Area (If less than minimum lot area)	_____	_____
Front Yard Setback (Property line to building line)	_____	_____
Side Yard Setback (Indicate Which) (Property line to building line)	_____	_____
Rear Yard Setback (Property line to building line)	_____	_____
Height	_____	_____
Lot Frontage	_____	_____

State precisely the proposed use requested for the subject property: _____

***** *In order to consider your request for a variance, the Board of Zoning Appeals must make written findings of facts that the following conditions apply to the property in question. Please respond to all the questions and explain in detail how your request conforms to the following requirements:*

- a. Does the variance requested arise from a condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by action of the property owner or applicant?

- b. Will the granting of the variance adversely affect the rights of adjacent property owners?

- c. Will the strict application of the provisions of the zoning regulations of which the variance is requested constitute unnecessary hardship upon the property owner represented in the application?

- d. Will the variance desired adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare?

- e. Will the granting of the variance be opposed to the general spirit and intent of the zoning regulations and Comprehensive Plan objectives?

**** *I hereby affirm that the foregoing statements contained in this application are, to the best of my knowledge and belief, true and correctly represented. Further, I affirm that any signature appearing on the petition attached thereto is a true signature of the person it purports to be.*

Applicant Signature

Date

Applicant Signature

Date

FAILURE TO UTILIZE A VARIANCE

Failure to utilize a zone variance within six (6) months after the effective date thereof shall make the variance null and void. The Board of Zoning Appeals may, upon request and at its direction, extend the six-month period if it finds that such an extension is not contrary to the public interest. Unless otherwise specified, upon project completion, the variance is valid for an indefinite period of time.