

## **GENERAL INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR REZONING OR CONDITIONAL USE PERMIT**

1. Each applicant should consult with the Neighborhood Services Division prior to submitting an application in order to obtain the necessary information and processing requirements.
2. Each item and question on required forms must be completely answered or the application will not be processed for public hearing. The determination of whether an application is complete rests with the Neighborhood Services Division.
3. Following is an explanation for some of the information required:
  - a. Describe only the property you desire rezoned. This description is published in the official city newspaper and the description of the lots, blocks and subdivision must be correct and all metes and bounds descriptions must close.
  - b. The application must be endorsed by the owner or owners of record. "Owners of record" means the owner or owners as contained on the last deed of record filed with the Register of Deeds, Cowley County, Kansas.
  - c. Provide information on the justification for the rezoning and data to support your application.
4. Five (5) copies of a site development and landscaping plan, when required, shall accompany the application, drawn to scale on a sheet 24" x 36" in size. Such plan shall indicate all dimensions, boundary of the subject property, the proposed buildings and all physical improvements to be made, and the proposed use. Consult the Neighborhood Services regarding this requirement.
5. Zoning applications should be submitted to the Neighborhood Services Division approximately 40 days prior to public hearing date so they may be properly processed and public notice given, as provided by law, prior to public hearing.

6. Zoning applications are considered at public hearings of the Planning Commission, then at open sessions of the City Commission. Consult the Neighborhood Services Division as to the schedule for the prearranged date, time, and meeting place for the hearing.
7. Applications for proposals must be accompanied by filing fees. Due to costs incurred in legal advertising and processing of applications, filing fees shall not be refunded regardless of application approval or disapproval. Rezoning fee schedules are available in the Neighborhood Services Division.

**APPLICATION FOR  
CONDITIONAL USE PERMIT  
ARKANSAS CITY, KANSAS**

1. APPLICANT \_\_\_\_\_ PHONE (\_\_\_\_)\_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX (\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_

NAME OF AGENT (if any) \_\_\_\_\_ PHONE (\_\_\_\_)\_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX (\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_

2. APPLICANT'S INTEREST IN SUBJECT PROPERTY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. PRESENT USE OF PROPERTY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. PRESENT ZONING \_\_\_\_\_

5. CONDITIONAL USE REQUESTED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. ZONING AND EXISTING LAND USE OF ADJACENT PROPERTIES

LAND USE	ZONING
North	North
South	South
East	East
West	West

The owner hereby declares that all information above is true to the best of his/her knowledge, that all conditions and standards set out in the Zoning Regulations pertaining to this conditional use have been met or have been proposed to be met, and that, along with this application, sketch maps and the appropriate fee have been submitted.

APPLICANT

AUTHORIZED AGENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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*FOR OFFICE USE ONLY*

CASE NO.: _____ DATE RECEIVED: _____ FEE PAID: _____ RECEIVED BY: _____
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Date Advertised for Hearing: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Action of Planning Commission: \_\_\_\_\_

Protest Petition: \_\_\_\_\_

Governing Body Action Date: \_\_\_\_\_

Action of Governing Body: \_\_\_\_\_

Ordinance: \_\_\_\_\_