

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

1. Each applicant should consult with the City Public Works Department 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 Public Works Department.
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. In addition to the information required on the Application, a Certificate of Ownership is also required. This Certificate of Ownership must be submitted with the Application for Rezoning. A Certificate of Ownership is:

A listing of all property owners of record of property located within two hundred (200) feet of the area proposed to be altered; provided the names of all property owners of record of property located within 1,000 feet is required for those areas where the notification area extends outside the City corporate limits. These dimensions represent the limits of the legal protest areas, as set by state law. The Certificate of Ownership will enable the Planning Commission to give written notice to property owners prior to the public hearing. Failure to provide written notice results in an incomplete application. The procedure for securing a Certificate of Ownership for a rezoning is as follows:

  - a. Present your legal description to the Public Works Department at least three weeks in advance of the submission of the Application for Rezoning.

- b. The Public Works Department will prepare a Vicinity Map from your legal description. The Vicinity Map will set forth the property proposed for rezoning, and the land area within the appropriate legal protest area, for which a Certificate of Ownership is required.
  - c. The completed Vicinity Map is obtained from the Public Works Department and presented to any abstract company requesting that a Certificate of Ownership be prepared.
  - d. The completed Certificate of Ownership should then be presented to the Public Works Department with the Application for Rezoning.
  - e. The foregoing is an obligation of the applicant and a prerequisite to acceptance of an Application for Rezoning.
5. 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 Public Works Department regarding this requirement.
6. Zoning applications should be submitted to the Public Works Department 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.
7. Zoning applications are considered at public hearings of the Planning Commission, then at open sessions of the City Commission. Consult the Public Works Department as to the schedule for the prearranged date, time, and meeting place for the hearing.
8. 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 Public Works Department.

**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: _____   |

Date Advertised for Hearing: \_\_\_\_\_

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

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

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

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

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

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