

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 Neighborhood Services Division.
 - 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 Neighborhood Services Division, submit a copy of any Notice or other order issued by the Neighborhood Services Division.
 - 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.

**SIGN VARIANCE APPLICATION
ARKANSAS CITY, KANSAS**

APPLICANT
Address
Phone Number
Fax Number
E-mail
Interest in property

OWNER <i>(if not the applicant)</i>
Address
Phone Number
Fax Number
E-mail

Owners and Officers *(Corporate applications only)* _____

Address of property affected _____

Physical characteristics _____

Legal description of property _____

Zoning District of property _____
Variance requested from provisions of Section _____ of the Zoning
Regulations. Detailed description of the proposed variance (include precise
amount of desired variance, etc.) _____

Justification of Variance - Indicate at least one of the following:

- Exceptional narrowness, shallowness, or shape of lot _____

- Exceptional topographic condition _____

- Other extraordinary or exceptional circumstances (specify) _____

To grant a Variance, the Board must find that each of the following conditions have been met. Explain how requested variance will meet each condition.

- The proposed Sign Variance is not a design, location, or size which adversely impacts the neighborhood _____

- Granting of the Sign Variance will not adversely affect the rights of adjacent property owners _____

- Strict application of the provisions of these regulations will create an unnecessary hardship _____

- The granting of the Sign Variance will not interfere with or be confused with any traffic signal, sign, or light _____

- The granting of the Sign Variance will not be contrary to the general spirit and intent of the regulations _____

The following non-conformities exist on this property: _____

Applicant's signature _____
Date

Owner's signature _____
Date

FOR OFFICE USE ONLY		
Fee	Date Paid	Receipt No.
\$ _____		
Application No.		
Hearing Date		