

CRAWFORD COUNTY ZONING

JUDITH FREEMAN, ZONING ADMINISTRATOR
111 E. FOREST, STE M; GIRARD, KS. 66743
620-724-6168(Ext. 164), *Fax 620-724-7178*,
E Mail: Jfreeman@ckt.net

"MAKING A BETTER TOMORROW"

TO: Applicants, Developers, Surveyors &/or Engineers

RE: Procedures
Subdivision or Short Plat Development and
Amendment of Zoning

The following list are steps or procedures one will be required to follow to come into compliance with the current zoning regulations for Crawford County. Also, for review, attached are permits, forms and information packets that would be required during the course of a case:

- Applicant must be the property owner. In cases where purchasing the property is contingent on the zoning or conditional land use approval a contract to purchase must be attached to the application. (Monies exchanged between the two parties maybe erased.) If there is not contract, a notarized legal document signed by both parties must be furnished stating that both parties understand the intent of the applicant
- Filing of a regular Subdivision or Short Plat Application:
All areas must be fully completed.
 1. Site plans which addresses the location of any and all building. What the building will look like/landscaping. Parking must show on plans. Locations of wastewater facility. Entrance & exits to property. Any parks, play grounds, etc. must also be shown. (Even if certain construction would not occur within the first year, all future ideas must be addressed for a complete overall picture. Site plans are required with the filing of the application.
 2. Justification forms supplied with the application must be completed fully. Areas of these questions that do not pertain to your request my be marked N/A.
 3. A listing of landowners surrounding the subject site must be supplied as well with the application. This listing is to be of the real property owners 1,000 feet. The listing would be obtained through a abstract company.
 4. If the application is for a development of residential homes, then the surveyor or the applicant must meet with the Zoning Administrator prior to the filing of the application for a preliminary plat review. (Subdivision requirements are available upon request from the zoning office).
 5. Before the public hearing before the Planning & Zoning Board for a short plat, applicant is required to have all areas completed and signed on the mylar &/or plat map. Again, all guidelines for proposed development are available in the

Zoning Office to insure requirements are met. On a Regular Subdivision, the FINAL Plat presentation public meeting will required that all areas are completed and signed before any recommendations are sent to the Governing Body.

6. The filing fee is \$ 225.00
7. Applicants/developers will be responsible for ALL publications fees incurred for each case.
8. Application, number of required site plans, justification sheet, landowner listing and fees are to be **FILED IN THE ZONING OFFICE THIRTY (30) DAYS PRIOR TO PUBLIC HEARING.**
9. Public meetings or hearings are always the 3rd. Thursday of each month.
10. Building permits and wastewater permits will not be issued until after conditional use is approved by the governing body.
11. Recommendations from the Regional Planning Commission on said request is presented to the County Commissioners fourteen (14) days following said public hearing.
12. Entire process is usually 45 days.
13. Any and all materials or evidence you can supply along with the application will only assist the planning commission a chance to review your application more fully.
14. A CHANGE IN ZONING WILL OCCUR WITH EACH PLAT/SUBDIVISION THAT IS FILED. THE CHANGE WILL BE AGRICULTURE TO RURAL RESIDENTIAL TYPE OF ZONING.

All questions can be addressed to the zoning office at any time. Business hours are 8:30 a.m. to 4:30 p.m., Monday thru Friday.

Concerns with wastewater facilities for proposed development can be addressed to the Crawford County Environmental Office at 620-724-7088.

Thank you for your assistance. I look forward to working with you. Again, please review the enclosed materials and complete as necessary.

Judith Freeman,
Zoning Administrator

Special Notice:

All developers, surveyors &/or engineers are to follow the set guidelines of the Crawford County Subdivision Regulations. (Article 2 and Article 4)

Application Date: _____, 2010

Case Number: _____

SUBDIVISION APPLICATION
CRAWFORD COUNTY REGIONAL
PLANNING COMMISSION

FEE: \$225.00

(FILL OUT FULLY)

please print or type

1. Applicant's Name _____
2. Applicant's Mailing Address: _____
3. Telephone Number: (H) _____ (W) _____
4. Representatives Name and Address: _____

5. Present use of subject property: _____
6. Intended use of subject property: _____
7. Legal description of subject property: ___ Section, ___ Township S, ___ Range E

_____ Number of Acres: _____
9. General location of subject property: (direction to site) _____

10. This Change of Zoning/Amendment is requested for the following purposes or reasons:

11. New subdivision:
 - (1) Number of lots intended: _____
 - (2) Name of Subdivision: _____

(3) Streets within Development:
14. Has rural water and rural fire districts been contacted? _____ If so, whom did you speak with and for which district?

Rural Water District: _____ District NO.
Rural Fire District: _____ District NO

15. List which electrical company the developer shall be using:

14. Applicant, Developer or Person Responsible for request is to furnish a site plan, plot plan or development plan of the entire property being considered, drawn to a reasonable scale and showing the location of all abutting streets or roadways, the location of existing and proposed structures, types of buildings and the uses proposed, easements, water course, topography, etc. and indicate the proposed methods of furnishing water and sewage disposal for the project. If wells or sewage treatment are to be located on the site, show the locations on the development plan.

SIGNATURE OF APPLICANT: _____

SIGNATURE OF REPRESENTATIVE: _____

DATED: _____, _____

(FOR OFFICE USE ONLY)

Date received: _____, 20__ Receipt No.: _____

Planning Board:

Rezoning Hearing Date: _____, 20__ Notice published _____, 20__

Notice mailed to adjacent land owners: _____, 200__ (names of file and submitted
 by: _____ Abstract Company
 Site plans or pre-plat submitted: _____, 20__
 Plans/Pre-plats sent to board & respective offices on: _____, 20__
 (Water District, Soil Conservation Office, Respective City within 1 mile, Sheriff, Fire Depart.,
 Road and Bridge Dept., Land Surfacing Mining (KDHE), KDOT)
 Preliminary plat office review: _____, 20__
 New subdivision, preliminary plat presentation: _____, 20__
 New subdivision, final plat presentation: _____, 20__
 "Short Plat" public hearing: _____, 20__
 (Restrictive covenant _____, Homeowners association _____, Sewer District _____)
 Planning Board Recommendation: ___ Approved, ___ Denied, ___ Aye, ___ Nays,
 ___ Abstaining, ___ Absent for development.
 Planning Board Recommendation: _____ Approved, ___ Denied, ___ Aye, ___ Nays,
 ___ Abstaining, ___ Absent for amendment in zoning from AG. To RR.
 Meeting held over until: _____, 20__
 Forward to Govern Body: _____, 20__
 meeting tabled due to lack of quorum until _____, 2007
 GOVERNING BODY:
 Date of Meeting: _____, 20__ Application: Approved ___ or Denied ___
 Returned to Regional Planning Board _____, 20__
 Resolution Passed: _____, 20__ RESOLUTION NO: 20 - _____

*complete case on file in the County Clerk's Office as well as the Zoning Administration Office

Resolution Published in the Pittsburg Morning Sun: _____, 20__

Referencing Map number: _____

911 Address: _____

PRELIMINARY PLAT REVIEW SHEET/INFORMATION

Date: _____

1. Name of Subdivision: _____

2. Name of Applicant or Corporation: _____
3. Name of Agent or Contact Person: _____
4. Address of Agent or Contact Person: _____

 City: _____ State: _____ Zip: _____
 Phone (H): _____ (W): _____
5. Owner of Record: _____ Phone: _____
 Address: _____
6. Engineer: _____ Phone: _____
 Address: _____
7. Land Surveyor: _____ Phone: _____
 Address: _____
8. Attorney: _____ Phone: _____
 Address: _____
9. Subdivision Location: on the _____ side of _____
 _____ feet _____ of _____
 (direction) (Street)
10. Postal Delivery Area: _____ School District: _____
 Water District: _____ Fire District: _____
11. Total Acreage: _____ Zone: _____ Number of Lots: _____
12. Map Id. Or Parcel Id. Number: _____
13. Date of preliminary sketch review: _____
14. Attach ten (10) copies of proposed preliminary plat.
15. List all contiguous holdings in the same ownership: _____
 _____ Section _____ Lots _____

PAGE 2

The applicant hereby consents to the provisions of the subdivision regulations providing that the decision of the Planning Commission shall be made within thirty (30) days after the close of

the public hearing on final plat approval.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Register of Deeds office. This affidavit shall indicated the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF _____)

COUNTY OF _____) SS:

I, _____ hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address: _____
(street)

(city) (state) (zip code)

Subscribed and sworn to before me this the day of _____

(city) (state) (zip code)

MY COMMISSION EXPIRES: