

Crawford County, KS

SPECIAL EXCEPTIONS
OR
VARIANCES
OR
APPEALS

Application

March, 1999
CRAWFORD COUNTY ZONING

JUDITH FREEMAN, ZONING ADMINISTRATOR
111 E. FOREST, STE M; GIRARD, KS. 66743

"MAKING A BETTER TOMORROW"

316-
724-6168

TO: Applicant

RE: Procedures

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 and what the property would be used for.
- Filing of a variance or special exceptions permit:
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. 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.
 3. If application is for a height variance, then site plans must accompany application. Especially if the variance is for a tower, then all state and federal permits must be filed with application.
 4. If for a day care facility, then all questions on application as well as state permits must be filed with the application.
 5. The filing fee is \$200.00.
 6. Application, site plans, justification sheet, landowner listing and fees are to be **FILED IN THE ZONING OFFICE THIRTY (30) DAYS PRIOR TO PUBLIC HEARING.**
 7. Public meetings or hearings are always the 3rd Thursday of each month.
 8. Decisions by the Joint Board of Appeals will not be forwarded to the Governing Body.

9. Building permits and wastewater permits will not be issued until after conditional use is approved by the governing body.
10. In cases of placement of single wide manufactured homes on less than 10 acres, the applicant is required to show evidence as to the hardship or temporary use of said single wide.
11. Any and all materials or evidence you can supply along with the application will only assist the Joint Board of Zoning Appeals a chance to review your application more fully.

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

SITE PLANS REQUIRED.

CRAWFORD COUNTY, KANSAS
JOINT BOARD OF ZONING APPEALS

FILING FEE: \$200.00

DATE: _____

CASE NO: _____

(The Board of Zoning Appeals shall have the following powers: To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of these Regulations.)

Gentlemen,

In accordance with provision of the Crawford County's Zoning Regulations, the undersigned hereby applies for the following:

APPEALING THE FOLLOWING: _____

LOCATION: _____

ZONING: _____

LEGAL DESCRIPTION OF PROPERTY: ___ Section ___ Township ___ Range:

(Applicant must complete fully and submit any necessary documentation with request)

Appeal of the decision by the Zoning Administrator: ___ Yes ___ NO
(Give Reason on separate sheet of paper)

Appeal of the decision by the Regional Planning & Zoning Commission: ___ Yes ___ NO
(Give Reasons on separate sheet of paper)

APPLICANT: _____

NAME OF APPLICANT: _____

CURRENT ADDRESS: _____

ADDRESS OF SUBJECT SITE: _____

PHONE NUMBER: _____(h) _____(w)

SIGNATURE OF APPLICANT/REPRESENTATIVE:

SIGNED: _____, 20____

OFFICE USE ONLY

Case #: _____

Application filed: _____

Receipt No: _____

Public hearing date: _____

Paid/Receipt No: _____

Notice to landowners & Agencies: _____

Notice in Paper: _____

Date Affidavit Pd & Check #: _____

Copy of case sent to board members: _____

Cases tabled to: _____

New Hearing Date: _____

Parcel ID #: _____

JOINT BOARD OF ZONING APPEALS DECISION

APPROVED: _____

DENIED: _____

FACT FINDINGS BY BZA: _____

VOTE: ____ ayes ____ nays ____ absent ____ abstaining

COPY OF MINUTES AND TAPING OF HEARING ON FILE IN ZONING OFFICE

=====

APPEALED TO DISTRICT COURT: _____ Date: _____

COURT DOCKET NUMBER: _____

HEARING DATE : _____, 20_____

COURT DECISION/
RULING: _____
