

Crawford County, KS

SPECIAL EXCEPTIONS
OR
VARIANCES
OR
APPEALS

Application

CRAWFORD COUNTY ZONING
JUDITH FREEMAN, ZONING & FLOODPLAIN ADMINISTRATOR
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www.crawfordcountykansas.org

TO: Applicant

RE: Procedures

The following list is 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 may be 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 an 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 \$225.00.
 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 & Floodplain Administrator

Special Exceptions/ Variance Application

CRAWFORD COUNTY, KANSAS
JOINT BOARD OF ZONING APPEALS
and
BOARD OF ADJUSTMENTS

FILING FEE: \$225.00 DATE: _____ CASE NO: SP 20 _____ - _____

Applications for Special Exceptions, Variance, or Appeals.

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

PROPOSED USE OR REQUEST: _____

LOCATION: _____

ZONING: _____

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

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

If request is for mobile home: Size: _____ Model: _____ Year: _____

If request is for variance: Additional Height: _____ Permits: _____

Type of Tower: _____ Additional Buildings: _____

Com. Tower: No of Blades: _____ Size of Blades: _____

Size of Base/Foundation: _____ Total Height including Base: _____

Set Back/Density Table (Article 14) Variance:

Distance from Property Lines Required: _____ feet

Requested Setbacks from Property Lines: _____ North, _____ South,
_____ East, _____ West.

If in a Subdivision, has a Vacation of setbacks been requested and approved by the County Commissioners: _____ Yes _____ No
If yes, please provide documentation.

Have you check with utility companies (Water, Gas, Sewer, Electric) to insure that you will not be constructing over said utilities. _____ Yes, _____ No.

Have you located the County &/or State Right of Ways to prevent building in them?
____ Yes ____ No

Appeal of the decision by the Zoning Administrator: _____ (Give Reason on additional paper if needed.)

Appeal of the decision by the Regional Planning & Zoning Commission: _____
(Give Reasons)

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 #: _____

Publication date for Resolution of Order: _____

Flooding On Property: _____ Yes _____ NO (attach copy)

JOINT BOARD OF ZONING APPEALS

APPROVED: _____

DENIED: _____

STIPULATIONS: YES/NO

VOTE: _____ayes _____nays _____absent _____abstaining

=====

APPEALED TO DISTRICT COURT: _____ Date: _____

COURT DOCKET NUMBER: _____

HEARING DATE : _____, 20____

COURT DECISIION: _____

Case #: 20____ - ____

JUSTIFICATION

"QUESTIONS 1 THROUGH 10 MUST BE ANSWERED COMPLETELY BEFORE ACCEPTANCE OF THIS APPLICATION FOR PROCESSING"

- 1) What use is to be made of the area in question?

- 2) Give some factual data showing need for the proposed use in the area to be served.

- 3) Will it be necessary to build a new structure?

- 4) What qualities are there about the property in question, other than ownership, that makes it more feasible to rezone rather than attempt to acquire property presently zoned for the type of use proposed?

- 5) Will the proposed use increase traffic in the area?
If so, will an increase in traffic be detrimental to the adjoining properties?

- 6) What is the economic structure (high, low, medium, etc.) and character of the area? Describe.

- 7) How will surrounding property values be maintained or increased? Show the basis for your assumption in detail. (you may use reverse side to answer)

8) Is the area presently served by a similar type of zone and use?

9) What physical qualities are there about the property in question which prohibits a less intense use? State what these may be specifically.

10) How will the proposed use increase or maintain health, safety, morals, order, convenience, prosperity or general welfare of the neighborhood? (In answering this question, present factual information that would lead to this conclusion).

*All answers maybe submitted on reverse side or on another sheet of paper.

**This justification form must accompany the zoning application.