

## **GENERAL INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR REZONING OR CONDITIONAL USE PERMIT CONCORDIA, KANSAS**

1. Each applicant should consult with the City Zoning Administrator 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 Zoning Administrator.
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, Cloud 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:

For property located in the City, a listing of all property owners of record of property located within two hundred (200) feet of the area proposed to be altered; provided 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:

- (1) Present your legal description to the Zoning Administrator at least three weeks in advance of the submission of the Application for Rezoning.
  - (2) The Planning Commission 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.
  - (3) The completed Vicinity Map is obtained from the Zoning Administrator and presented to any abstract company requesting that a Certificate of Ownership be prepared.
  - (4) The completed Certificate of Ownership should then be presented to the Zoning Administrator with the Application for Rezoning.
  - (5) 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 Zoning Administrator regarding this requirement.
  6. Zoning applications should be submitted to the Zoning Administrator's office 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 Zoning Administrator 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 Zoning Administrator's office.