

**NECESSARY INFORMATION TO ACCOMPANY
APPLICATIONS TO THE CITY OF CONCORDIA, 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 Zoning Administrator.
 - 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 Zoning Administrator, submit a copy of any Notice or other order issued by the Zoning Administrator.
 - 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.