

Office Use Only

Date Received _____
Parcel # _____
CUP/Rezoning # _____
Fees Total _____

**Rezoning/Conditional Use Permit Application/Development
Plan Approval Application**



Ellis County Planning and Zoning
718 Main Street Lower Level Hays, KS 67601
(785) 628-9449 Fax (785) 628-9448 email
environmental@elliscountyks.net

Owner Information

Name of Owner _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____

Agent Information- If applicable

Name of Agent _____
Agent Mailing Address _____
City _____ State _____ Zip _____
Agent Phone # _____

Property Address Information

Site Address or location:

Legal Description: _____

Number of acres in whole tract _____
The application area contains _____ acres
The applicant hereby requests:
_____ Rezoning - Change of Zoning from _____ to _____
Reason: _____

_____ A Conditional Use permit for the following reason:

I (we) the applicants acknowledge receipt of the instruction sheet explaining the method of submitting this application. (We) realize that this application cannot be processed unless it is completely filled in, is accompanied by an ownership list as required in the instruction sheet and is accompanied by the appropriate fee. A development plan drawing/information must also be included with this form.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

Agent (if applicable) _____ Date _____

Zoning Administrator approval _____ Date _____

Development Plan Information Requires the following:

*A separate topography map showing contours in the proposed area.

*Below Drawing should include all the following items

- 1) Location and orientation of existing and proposed buildings
- 2) Location of existing and proposed utilities
- 3) Points of Ingress & Egress & driveways
- 4) Lighting layout
- 5) Location, size & characteristics of signs
- 6) Areas used for parking, # and arrangement of stalls
- 7) Property Lines
- 8) Surrounding Roads



Fees:

Zoning Certificate - \$50.00

Rezoning \$50.00

Conditional Use Permit- Hearing - \$50.00 per structure, plus \$10 per notice, plus \$60.00 newspaper publication

Instructions for Rezoning/Conditional Use Permit Application and Development Plan Application

_____ 1) Applicants requesting a change in zoning classification (rezoning) or a Conditional Use Permit should consult the Zoning Administrator prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his rights and responsibilities in the filing of a zoning change or a Conditional Use Permit application.

_____ 2) All applications must be accompanied by a list of all property (except public streets and ways) within a one thousand (1,000) foot radius of and including the property for which the zone change or Conditional Use Permit is requested if the property is within the unincorporated portion of the county. If the property in question is within an incorporated city, the owners identified within said certified list shall extend no more than two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list shall be obtained from a licensed abstractor.

_____ 3) The application form shall be completely filled in with the information requested or the notation N/A (Not Applicable).

_____ 4) A separate topography map shall be provided that shows the contours in the area in question.

_____ 5) The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, written authorization from the property owner must be submitted naming the agent and stating that the owner is aware and approves of the requested zoning change or Conditional Use Permit. (separate form)

_____ 6) The appropriate fee shall be paid at the time of filing an application.

_____ 7) Requests for a change in zoning district classification shall not include reference to proposed uses, whereas a request for a Conditional Use Permit must specify a specific use. Presentations before the Joint Planning Commission, Board of County Commissioners or the appropriate city Governing Body on a rezoning should not be predicated upon any specific use, but on the zoning district requested.

_____ 8) A hearing will be set up at the next scheduled planning commission meeting and the applicant will be expected to attend to answer any questions. Date of Scheduled meeting. _____. (Will be filled in by the Planning & Zoning Department.