

# INSTRUCTIONS TO THE APPLICANT FILING FOR A ZONING PERMIT AND OCCUPANCY CERTIFICATE

## **\$75.00 Application Fee Required**

1. Prior to the construction, reconstruction, moving or structural alteration of any structure or the improvement of land prior to its use or the use of any land or structure being changed to any other use, an application for a Zoning Permit must be completed when required and approved by the Zoning Administrator.
2. The Applicant must provide, at the time of application, a copy of a plot plan (see page 4 for details). No Zoning Permit will be issued unless a plot plan is submitted.
3. A Zoning Permit shall be either approved or disapproved by the Zoning Administrator within 10 days after the receipt of an application thereof or within such further period as may be agreed to by the Applicant. When the Zoning Administrator decides that he/she cannot issue a Zoning Permit, he/she shall advise the Applicant in writing of the reasons for its disapproval.
4. Upon completion, contact the Zoning Office for final inspection, and if the project is complete, an Occupancy Certificate will be issued.
5. If any new public utility connections are proposed, proof of agreement to provide utilities must be submitted prior to approval of a Zoning Permit. (public water supply and sewerage)
6. The Applicant should check with the Zoning Administrator to determine if a screening plan approved by the Joint Planning Commission or a site plan approved by the Site Plan Review Committee, is required prior to issuance of a Zoning Permit.
7. The Applicant should also be aware that their project may involve applying for a Sanitation Permit for on-site sewage disposal and/or water well under the County Sanitary Code. Contact 620-842-2591 for more information.
8. If permit is for a Manufactured Home or Residentially Designed Manufactured Home, proof of age is required prior to issuance of Zoning Permit.

ZONING PERMIT/OCCUPANCY CERTIFICATE APPLICATION

Please complete in ink only. An incomplete application may not be processed.  
Application must contain signature of property owner, contractor or agent.

A. Applying for Construction  Relocation/Moving  Alteration  Other  \_\_\_\_\_

B. Is this building or use going to be used solely for Agricultural Purposes? Yes  No   
Pursuant to K.S.A. 12-758, Residential uses that are accessory to agricultural land shall be considered agricultural in nature for purposes of this exemption.

C. Legal Description: \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

D. Acres \_\_\_\_\_

E. Present Zoning \_\_\_\_\_ Proposed Use \_\_\_\_\_

F. Site Address or Directions if new site \_\_\_\_\_

G. Property Owner: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_

H. Contractor/Agent: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_

I. Type of Structure:	Estimated Value	Dimensions/Sq Ft	Principal or Accessory?	Height
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____

J. If applying for a residential structure, type of housing unit (site-built, modular, manufactured home, mobile home) \_\_\_\_\_  
Type of foundation \_\_\_\_\_

K. Water supply? \_\_\_\_\_ Sewage Disposal? \_\_\_\_\_

L. Number of permanent off-street parking spaces? \_\_\_\_\_

M. Street improvements required? Yes  No   
Culvert/Entrance required? Yes  No   
If yes, to either of the above, contact the appropriate road entity for application materials.



This Plot Plan is to accompany the application for a Zoning Permit and/or Occupancy Certificate. The following must be identified on the Plot Plan:

- Distance to front, sides and rear lot lines from proposed structures or uses. (Corner lots have more than one front yard), Width and Depth of Lot.
- Adjacent street or road names.
- Points of ingress and egress and width.
- Driveways, circulation aisles, parking lots, individual parking spaces and loading and servicing areas.
- Location of all utility connections, whether existing or proposed.
- Easements.

You may use the sketch area below or submit drawings on additional documents.

