

CITY OF ST. JOHN , KANSAS

Case No. BZA - V - _____ - _____

APPLICATION FOR A VARIANCE FROM THE ZONING REGULATIONS

This is an application for a variance before the City Board of Zoning Appeals. The form must be completed in accordance with directions on the accompanying instructions and filed with the Zoning Administrator at 115 East 4th. St. John. Kansas 67576 or FAX: (620) 549-6188.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.)

- 1. Name of Applicant _____
 Address _____ Phone _____
 E-mail _____
 Name of Agent. if any _____
 Address _____ Phone _____
 E-mail _____
 Relationship of Applicant to property is that of _____
 (Owner. Tenant. Lessee. etc.).

- 2. Application is made for a variance as provided for in Section 10-107 of the City Zoning Regulations to permit (describe request):

 for property located at _____

 and legally described as _____

 in the City which is zoned as the _____
 District.

3. The Applicant herein or his/her authorized agent acknowledges:
 - a. That he/she has received instruction material concerning the filing and hearing of this matter; and
 - b. That he/she has been advised of the fee requirements established and that the fee is herewith tendered; and
 - c. That he/she has been advised of his/her rights to bring action in the District Court of the County to appeal the decision of the Board of Zoning Appeals; and
 - d. That all documents are attached hereto as noted in the instructions; and
 - e. That the Board has the authority to require such conditions as are deemed necessary and reasonable in order to serve the public interest.

Applicant	Date	Agent (If any)	Date
-----------	------	----------------	------

OFFICE USE ONLY

This application was received at ____:____ (a.m.. p.m.) on _____, 20__ by the Zoning Administrator acting for the Board of Zoning Appeals. It has been checked and found to be complete and accompanied by the required documents and the fee of \$_____.

Zoning Administrator

cc: (Applicant) (Agent)

CITY OF ST. JOHN, KANSAS

**INSTRUCTIONS TO THE APPLICANT REQUESTING A VARIANCE FROM
THE ZONING REGULATIONS BEFORE THE BOARD OF ZONING APPEALS**

1. Applicants are advised that the City Board of Zoning Appeals is only authorized to consider variances from the City Zoning Regulations as listed in Section 10-107C.
2. An Applicant must complete an application form and all blanks should be filled in or noted as N/A. See Section 10-107 of the Zoning Regulations for procedures pertaining to a variance.
3. Applicant must submit a current ownership list of names, mailing addresses and zip codes of all owners of record of real property within 200 feet of the exterior boundary of the area in the City described in the application both within the city limits and extending outside the city limits. If such area is located adjacent to but inside the city limits, the ownership list, in addition to the 200 feet inside the city limits, shall provide similar information extending to 1,000 feet into the unincorporated area. (See Section 10-103 of the Zoning Regulations for Notice of Hearing.)
4. The Applicant must submit a statement in writing providing information as required by Section 10-107A 1-4 of the Zoning Regulations.
5. The Applicant must also submit a sketch required by Section 10-107A5 which is drawn to scale showing the lot(s) included in the application, the structures existing thereon and the structures proposed that necessitate the request. All appropriate dimensions should be included and any other information which would be helpful to the Board of Zoning Appeals in consideration of the application. A professionally drawn sketch is not necessary.
6. The above application and accompanying documents shall be filed in a timely manner with the Zoning Administrator before the next regular Board meeting, together with a fee to the City as established by the Fee Schedule in Section 9-104 of the Zoning Regulations. See the Administrator for fee schedule information and Meeting and Closing Schedules for applications. **Incomplete applications will be returned to the Applicant.**
7. Notice of the public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that **at least 20 days elapse** between the date of publication and hearing date. Notices of the hearing will also be mailed by the Zoning Administrator to all property owners on the ownership list, the Applicant and the Secretary of the City Planning Commission so that **at least 20 days shall elapse** between the mailing date and the hearing date.

8. Prior to the hearing. Applicants are advised to study the standards for granting variances in Section 10-107D of the Zoning Regulations of which Section 10-107D1 are required by state statutes and will be the basis for the Board of Zoning Appeals' decision.
9. If the variance is granted, it shall be valid for only 180 days unless within such period a zoning permit is obtained and the variance requested is started. The Board of Zoning Appeals may grant extensions not exceeding 180 days each, upon written application, without further notice or hearing.
10. When your variance is decided, a resolution will be signed and filed with the Zoning Administrator. If the variance is granted, you may apply for a zoning permit.
11. A decision of the Board of Zoning Appeals is considered final unless appealed to the District Court under Section 10-105 of the Zoning Regulations within 30 days after the date of filing the resolution with the Zoning Administrator.
12. Please note that the City is processing your application for a variance under the minimum time period prescribed by state law.