

2017 ZONING AMENDMENT APPLICATION



CITY OF HUTCHINSON
Planning and Development Department
125 E Avenue B, Hutchinson, KS 67501
620-694-2639 phone ~ 620-694-2673 fax

FOR OFFICE USE ONLY

DATE RECEIVED: _____ **CASE #:** _____ **FEE (\$210):** _____

PROJECT INFORMATION

Project Address _____

Legal Description

Applicant _____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

Property Owner _____

Mailing Address _____

Phone _____ **E-Mail** _____

Surveyor/Engineer/Architect

_____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

USE AND ZONING INFORMATION

1. The property is currently being used for the following purposes:

2. I/we request that the zoning designation of the property be changed from _____ to _____.
3. The Comprehensive Plan land use designation for the property is _____.
4. The proposed use for the property is:



SUBMITTAL REQUIREMENTS

- Completed Zoning Amendment Application.**
- Zoning Amendment Application Fee (\$210.00).**
- A written and signed certification from the Reno County Treasurer's office that all property taxes for the property have been paid.**
- Copy of the deed** (available from the Reno County Register of Deeds).
- Legal description of the parcel in electronic format (typed in a Word document, text file or Email and sent via Email to: Charlene@hutchgov.com).**
- The names and mailing addresses of all property owners located within 200 feet of the boundaries of the parcel.** If the parcel is adjacent to the city limits, the above list must also include all the properties located outside the city, but within 1,000 feet of the city limits. Please provide this information in print-out form from the Reno County Appraiser.
- Other documentation, as required.**

Please note: If the zoning amendment is being requested in order to change the use of a property or to construct a new building, additional applications and approvals will be required. Please contact the Planning and Development Department for more information.

ZONING AMENDMENT STATEMENT

Applicants for zoning amendments must submit a statement justifying how the proposed zoning amendment meets the factors listed in *Sec. 27-1201.B. of the Hutchinson City Code*. The Planning Commission and City Council are required to consider these factors when reaching a decision on a zoning amendment application. The factors are listed below and space is included for applicant responses. Please feel free to attach additional pages and any other supporting documentation, such as photographs, drawings, maps, statistics, legal documents and letters of support.

1. How will the proposed development be in keeping with the character of the neighborhood?

2. How will the proposed use be consistent with the zoning and uses on nearby parcels?

3. Why is the property more suited for its proposed zoning than its current zoning?

4. Will the proposed zoning designation have any detrimental effects on nearby properties? If so, how will those effects be mitigated?

5. Is the property currently vacant? If so, how long has the property been vacant?



- 6. What hardship would the property owner face if the application were denied?

- 7. Does the proposed zoning designation conform to the Comprehensive Plan?

- 8. Are existing public utilities and facilities adequate to serve the proposed use? List any new public facilities and utilities that will be required.

- 9. Additional comments:

ZONING AMENDMENT APPLICATION PROCESS

- 1. Submit the **Zoning Amendment Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 4.
- 2. Following receipt of a complete **Zoning Amendment Application**, planning staff will:
 - a. Set date a date for a public hearing before the Planning Commission. The public hearing must be held within 60 days of acceptance of the application.
 - b. Notify property owners located within the notification radius of the date, time and place of the hearing. The general public and property owners located within the notification area will be invited to comment upon the application.
 - c. Publish a public hearing notice in the *Hutchinson News*. The notice must be published a minimum of 20 days prior to the public hearing.
 - d. Transmit application materials to the Development Review Committee (DRC) for their review, if needed. The DRC will meet to discuss the project. The DRC will provide written comments which will be sent to the applicant. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
- 3. The Planning Commission will hold a public hearing on the project, typically in accordance with the attached schedule. The Commission provides a recommendation to the City Council. **The applicant MUST be present at the public hearing in order for the application to be considered. The application will be tabled if the applicant is not present.**
- 4. No sooner than 14 days, nor later than 30 days after the public hearing, the City Council will consider the zoning amendment request. (The Council normally meets at 9:00 a.m. on the first and third Tuesday of each month). The City Council may only override the Planning Commission's recommendation with a 2/3 majority vote.

UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 60 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct. (Signatures of property owners)

Signature

Signature

Printed Name

Printed Name

Zoning Amendment Application
Submittal Deadlines and Meeting Schedule

Application Deadline	Development Review Committee Meeting 8:30 a.m. (For Committee Members Only)	Planning Commission Public Hearing 5:00 p.m.	City Council Meeting 9:00 a.m.
November 30, 2016	December 13, 2016	January 3, 2017	February 7, 2017
December 14, 2016	December 27, 2016	January 17, 2017	February 21, 2017
January 4, 2017	January 10, 2017	February 7, 2017	March 7, 2017
January 18, 2017	January 24, 2017	February 21, 2017	March 21, 2017
February 1, 2017	February 14, 2017	March 7, 2017	April 4, 2017
February 15, 2017	February 28, 2017	March 21, 2017	April 18, 2017
February 22, 2017	March 14, 2017	April 4, 2017	May 2, 2017
March 8, 2017	March 28, 2017	April 18, 2017	May 16, 2017
March 29, 2017	April 11, 2017	May 2, 2017	June 6, 2017
April 12, 2017	April 25, 2017	May 16, 2017	June 6, 2017
April 26, 2017	May 9, 2017	June 6, 2017	July 5, 2017
May 10, 2017	May 23, 2017	June 20, 2017	July 18, 2017
June 1, 2017	June 13, 2017	July 5, 2017	August 1, 2017
June 14, 2017	June 27, 2017	July 18, 2017	August 15, 2017
June 28, 2017	July 11, 2017	August 1, 2017	September 5, 2017
July 12, 2017	July 25, 2017	August 15, 2017	September 5, 2017
July 26, 2017	August 8, 2017	September 5, 2017	October 3, 2017
August 9, 2017	August 22, 2017	September 19, 2017	October 17, 2017
August 30, 2017	September 12, 2017	October 3, 2017	November 7, 2017
September 13, 2017	September 26, 2017	October 17, 2017	November 7, 2017
October 4, 2017	October 10, 2017	November 7, 2017	December 5, 2017
October 18, 2017	October 24, 2017	November 21, 2017	December 19, 2017
October 25, 2017	November 14, 2017	December 5, 2017	January 2, 2018
November 8, 2017	November 28, 2017	December 19, 2017	January 16, 2018
November 29, 2017	December 12, 2017	January 2, 2018	February 6, 2018
December 13, 2017	December 26, 2017	January 16, 2018	February 20, 2018

PLEASE NOTE:

The applicant or agent must be present at the scheduled Public Hearing. If the applicant is not present, the public hearing will not take place.