

# 2017 ZONING APPEAL APPLICATION

 <p>CITY OF HUTCHINSON</p>	<p><b>CITY OF HUTCHINSON</b> Planning and Development Department 125 E Avenue B, Hutchinson, KS 67501 620-694-2639 phone ~ 620-694-2673 fax</p>
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**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ CASE #: \_\_\_\_\_ FEE (\$165): \_\_\_\_\_

**PROJECT INFORMATION**

**Project Address** (if applicable) \_\_\_\_\_

**Legal Description** (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant** \_\_\_\_\_ **Company** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Property Owner** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Agent Information** \_\_\_\_\_ **Company** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Surveyor/Engineer/Architect** (attach additional pages, if needed)  
\_\_\_\_\_  
\_\_\_\_\_ **Company** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**ZONING APPEAL INFORMATION**

1. Explanation of the decision being appealed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Section of the Hutchinson Zoning Regulations that pertains to the decision being appealed (if applicable):  
Section 27- \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- Completed Zoning Appeal Application.
- Zoning Appeal Application Fee (\$165.00).

If the decision being appealed applies to a specific property, this application cannot be processed until the following items are also submitted.

- 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.
- The names and mailing addresses of the owners of all property 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.

Depending upon the nature of the appeal, the following items may also be required. Please contact the Planning and Development Department to discuss your project prior to submitting an application.

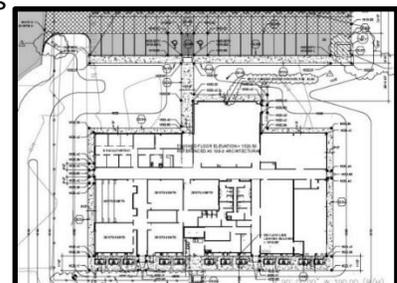
- 4 full-size copies of the Site Plan.  
(Site plans must be on paper not less than 18 x 24 inches and drawn at a scale of not less than 1 inch: 50 feet.)
- 2 full-size copies of the Landscaping Plan, if applicable.  
(Landscaping plans must be on paper not less than 18 x 24 inches and drawn at a scale of not less than 1 inch: 50 feet.)
- 2 full-size copies of Elevation Drawings, if applicable.  
(Elevation drawings shall be scaled and shall include all elevations of the structure. Proposed materials and colors shall be included on the elevation drawings.)
- 1 reduced version (11"x17") of the Site Plan, Landscaping Plan and Elevation Drawings.
- 1 electronic version (PDF) of all drawings (Site Plan, Landscaping Plan and Elevations) submitted via email to: [Charlene@Hutchgov.com](mailto:Charlene@Hutchgov.com)
- Other documentation, as required.

**SITE PLAN CHECKLIST**

THE SITE PLAN DRAWING SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record, if not the same as the applicant.
- The legal description of the property.
- Date, scale, north arrow, title and preparer's name.
- Location and dimensions of:
  - Property lines
  - Easements
- Location and dimensions of existing and proposed:
  - Structures
  - Parking spaces, accessible spaces, access aisles, and drive aisles
  - Driveways
  - Loading areas
  - Trash receptacles and screening
  - Fences
  - Signs
  - Lighting
  - Stormwater storage and conveyance facilities

SAMPLE



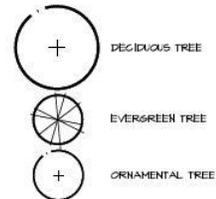
- Utilities (e.g. water, sanitary sewer, gas, electric)
- Drainage plan showing direction of storm water runoff.
- Use of existing and proposed structures.
- The approximate location of structures on adjacent properties.

Location and extent of outdoor display and storage areas, existing and proposed.

### LANDSCAPING PLAN CHECKLIST

#### THE LANDSCAPING PLAN SHALL CONTAIN:

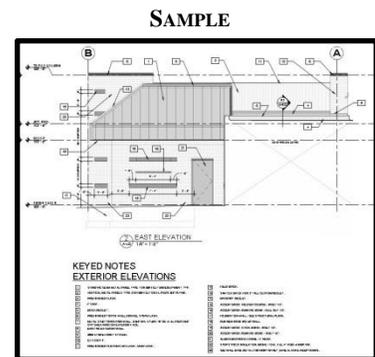
- The name and mailing address of the applicant and owner of record.
- Date, scale, title and preparer's name.
- Location, description and type of existing and proposed plantings.
- Description of the irrigation system, both existing and proposed.
- City of Hutchinson "Landscaping Point Calculation Sheet" available at: [www.hutchgov.com](http://www.hutchgov.com) (either on the face of the plan or as an accompanying document).



### ELEVATION DRAWINGS CHECKLIST

#### THE ELEVATION DRAWINGS SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record.
- Date, scale, title and preparer's name.
- Height of the structure, both existing and proposed.
- Description of exterior materials, both existing and proposed.
- Drawings of all sides of the building.
- Screening plans for all exterior ground-mounted, roof-mounted and wall-mounted mechanical equipment.



### ZONING APPEAL APPLICATION PROCESS

1. Submit the attached **Zoning Appeal Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 5.
2. Following receipt of a complete **Zoning Appeal Application**, planning staff will:
  - a. Set date a date for a public hearing before the Board of Zoning Appeals. The public hearing must be held within 60 days of acceptance of the zoning appeal 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.
3. The Board of Zoning Appeals will hold a public hearing on the appeal, typically in accordance with the attached schedule. The Board may adjourn the hearing from time to time. Following the conclusion of the hearing the Board will make a final determination. The Board may grant the appeal or deny the appeal. **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. Following zoning appeal approval, the applicant may proceed with the application process.

**UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 33 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.**



**Planning and Development Department**

125 E. Avenue B, Hutchinson, KS 67501

(620) 694-2639 Fax: (620) 694-2673

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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 Appeal Application**  
**Submittal Deadlines and Meeting Schedule**

<b>Application Deadline</b>	<b>Board of Zoning Appeals Public Hearing 5:00 p.m.</b>
November 30, 2016	January 3, 2017
December 14, 2016	January 17, 2017
January 4, 2017	February 7, 2017
January 18, 2017	February 21, 2017
February 1, 2017	March 7, 2017
February 15, 2017	March 21, 2017
February 22, 2017	April 4, 2017
March 8, 2017	April 18, 2017
March 29, 2017	May 2, 2017
April 12, 2017	May 16, 2017
April 26, 2017	June 6, 2017
May 10, 2017	June 20, 2017
June 1, 2017	July 5, 2017
June 14, 2017	July 18, 2017
June 28, 2017	August 1, 2017
July 12, 2017	August 15, 2017
July 26, 2017	September 5, 2017
August 9, 2017	September 19, 2017
August 30, 2017	October 3, 2017
September 13, 2017	October 17, 2017
October 4, 2017	November 7, 2017
October 18, 2017	November 21, 2017
October 25, 2017	December 5, 2017
November 8, 2017	December 19, 2017
November 29, 2017	January 2, 2018
December 13, 2017	January 16, 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.