

2017 CONDITIONAL USE PERMIT 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 (\$165):** _____

PROJECT INFORMATION

Project Address _____

Legal Description

Applicant _____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

Property Owner _____

Mailing Address _____

Phone _____ **E-Mail** _____

Surveyor/Engineer/Architect/Agent (attach additional pages, if needed)

_____ **Company** _____

Mailing Address _____

Phone _____ **E-Mail** _____

USE INFORMATION

1. What is the current use of the property?

2. What will the property be used for if the conditional use permit is approved?

3. List all existing and proposed structures, including the square footage and height of each:

SUBMITTAL REQUIREMENTS

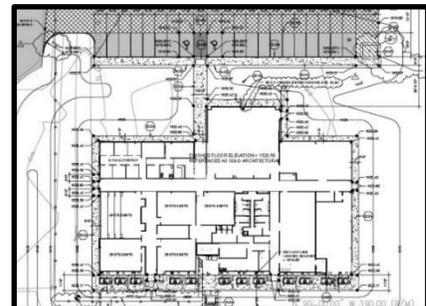
- Completed Conditional Use Permit Application.**
- Conditional Use Permit Application Fee (\$165.00).**
- A written and signed certification from the Reno County Treasurer's office that all property taxes for the property have been paid.**
- Copy of the deed** (available from the Reno County Register of Deeds).
- 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 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.
- 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.**
(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.**
(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.**
- Drainage Study and/or Traffic Impact Study.** Please contact the Director of Engineering, 620-694-2645, to determine if these studies are required.
- 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
 - 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.

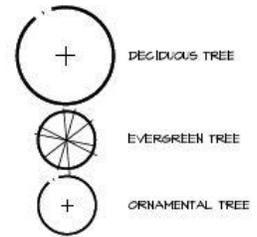
SAMPLE



LANDSCAPING PLAN CHECKLIST

THE LANDSCAPING PLAN SHALL CONTAIN:

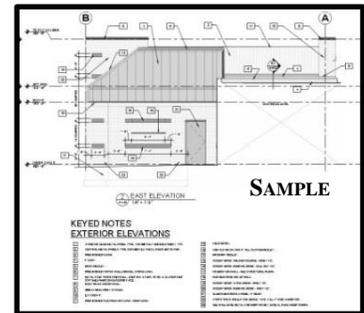
- The name and mailing address of the applicant and owner of record.
- Date, scale, title and preparer's name.
- Location, description and type of existing and proposed plantings.
- Description of the irrigation system, both existing and proposed.
- City of Hutchinson "Landscaping Point Calculation Sheet" available at: www.hutchgov.com (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.



CONDITIONAL USE PERMIT STATEMENT

Applicants for Conditional Use Permits must submit a statement justifying how the proposed project meets the factors listed in *Sec. 27-501.D. of the Hutchinson City Code*. The Planning Commission and City Council are required to consider these factors when reviewing a Conditional Use Permit application. The questions below help judge these factors, 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 parcel suitable for the proposed use?

4. Will the proposed use have any detrimental effects on nearby properties, and 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 use conform to the Comprehensive Plan?

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

9. Additional comments:

CONDITIONAL USE PERMIT APPLICATION PROCESS

1. Submit the Conditional Use Permit Application and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 6.
2. Following receipt of a complete Conditional Use Permit 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.
 - e. 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. The City Council will consider the application at its next regularly scheduled meeting. (The City Council normally meets at 9:00 a.m. on the first and third Tuesday of each month). City Council may only override the Planning Commission's recommendation with a 2/3 majority vote.
5. Following Conditional Use Permit approval, the applicant may proceed to the Inspection Department to obtain the appropriate building permits for the project.



Planning and Development Department

125 E. Avenue B, Hutchinson, KS 67501

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

UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 48 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

Conditional Use Permit Application
Submittal Deadlines and Meeting Schedule

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