

CRAWFORD COUNTY, KANSAS

INSTRUCTIONS

**Application for Approval of a Development Plan for Conditional Use
Granted without an Approved Development Plan or Revising an Approved
Development or not established per Article 16-106 of the County's Zoning
Regulations. .**

- 1) **All applicants seeking an approval of a Development Plan on property that has been granted a Conditional Use Permit without an approved Development Plan, or that are asking for a revision to a previously approved Development Plan should consult the Zoning Administrator prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his right and responsibilities in the filing of the application for the Development Plan approval.**
- 2) **Applicant shall be responsible for submitting a Development Plan in accordance with Article 9 of the current County's Zoning Regulations and all attachments.**
- 3) **The application form shall be completely filled in with the information requested or the notions N/A (Not Applicable).**
- 4) **The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, a written authorization from the property owner MUST be submitted naming the agent and that the owner is aware and approves of the requested Development Plan.**
- 5) **The appropriate fee shall be paid at the time of the filing.**
- 6) **The applicant will be responsible for publication fees.**
- 7) **The applicant shall submit a true landowners listing from an Abstract Company. The listing shall be of property owners 1,000 feet surrounding the subject site (or if near a city's limits – 200 feet).**
- 8) **Application, development plan, filing fee and landowners listing shall be filed with the Zoning Administrator at least 30 days prior to a public hearing. Conditional Use hearing are held on the 3rd Thursday of each month.**

CASE #: _____

FEE: \$225.00

APPLICATION FOR DEVELOPMENT PLAN APPROVAL

This is an application for a Development Plan approval. The form must be completed and filed at the office of the Zoning Administrator in accordance with directions on the accompanying instruction sheet.

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED!

1)
Name of applicant or applicants, owner(s), and/or the agent(s). All owners of all property requested to be included in the Development Plan must be listed in this form. (Use separate sheet if necessary for names of additional owners/applicants).

A. Applicant/Owner: _____
Name of Business: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____

B. Applicant/Owner: _____
Name of Business: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____

2)
The applicant hereby request a Development Plan approval for the purpose of establishing the following:

3)
The property is legally described as (Lot and Block or Metes and Bounds):
Section: _____ Township _____ South, Range _____ East

4)

The property address is: _____

The general location is (use appropriate section):

A. At the _____ (NW, NE, SW, or SE) core of _____ (street/road and (street/road) or,

B. On the _____ (N.S.E.W) side of _____ (Street) (Road) between (Street) (Road) and _____ (Street) (Road).

5)

My Statement of Intent for this Development Plan is as follows:

6)

I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realized that this application cannot be processed unless it is completely filled in; is accompanied by an ownership list as required in the instruction sheet; and is accompanied by the appropriate fee and a development plan.

(OWNER)

BY: _____
(Authorized Agent)

BY: _____
(Authorized Agent)

Signed this the _____ day of _____, 20_____

OFFICE USE ONLY

Date received: _____, 20__ Receipt No.: _____

Planning Board Hearing Date: _____, 20__

Notice published _____, 20__

Notice mailed to adjacent land owners: _____, 200__ (names of file and submitted by: _____ Abstract Company

Site plans or pre-plat submitted: _____, 20__

Plans/Pre-plats sent to board & respective offices on: _____, 20__
(Water District, Soil Conservation Office, Respective City within 1 mile, Sheriff, Fire Depart.,

Road and Bridge Dept., Land Surfacing Mining (KDHE), KDOT)

Preliminary plat office review: _____, 20__

Planning Board Recommendation: ___ Approved, ___ Denied, ___ Aye, ___ Nays,
___ Abstaining, ___ Absent for development.

Meeting held over until: _____, 20__

Forward to Govern Body: _____, 20__

GOVERNING BODY:

Date of Meeting: _____, 20__ Application: Approved ___ or Denied ___

Returned to Regional Planning Board _____, 20__

Resolution Passed: _____, 20__ RESOLUTION NO: 20 - _____

*complete case on file in the County Clerk's Office as well as the Zoning Administration Office

Resolution Published in the Pittsburg Morning Sun: _____, 20__

Referencing Map number: _____

911 Address: _____

FOR ADDITIONAL INFORMAITON!