

CRAWFORD COUNTY ZONING  
MAY SMITH, ZONING ADMINISTRATOR  
111 E. FOREST, STE M; GIRARD, KS. 66743  
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***"MAKING A BETTER TOMORROW"***

TO: Applicants, Developers, Surveyors &/or Engineers

RE: Procedures  
Subdivision or Short Plat Development and  
Amendment of Zoning

The following lists are steps or procedures one will be required to follow to come into compliance with the current zoning regulations for Crawford County.

Applicant must be the property owner. In cases where purchasing the property is contingent on the zoning or conditional land use approval a contract to purchase must be attached to the application. (Financial details between the two parties maybe erased.) If there is no contract, a notarized legal document signed by both parties must be furnished stating that both parties understand the intent of the applicant.

Filing of a regular Subdivision or Short Plat Application:

**All areas must be fully completed.**

Site plans which addresses the location of any and all buildings. What the building will look like/landscaping. Parking must show on plans. Locations of wastewater facility. Entrance & exits to property. Any parks, play grounds, etc. must also be shown. (Even if certain construction would not occur within the first year, all future ideas must be addressed for a complete overall picture). Site plans are required with the filing of the application.

1. Justification forms supplied with the application must be completed fully. Areas of these questions that do not pertain to your request may be marked N/A.
2. A listing of landowners surrounding the subject site must be supplied as well with the application. This listing is to be of the real property owners within 1,000 feet. The listing would be obtained through an abstract company.
3. If the application is for a development of residential homes, then the surveyor or the applicant must meet with the Zoning Administrator prior to the filing of the application for a preliminary plat review. (Subdivision requirements are available upon request from the Zoning Office).
4. Before the public hearing before the Planning & Zoning Board for a short plat, applicant is required to have all areas completed and signed on the mylar &/or plat map. Again, all guidelines for proposed development are available in the Zoning Office to ensure requirements are met. On a regular subdivision, the FINAL Plat presentation public meeting will require that all areas are completed and signed before any recommendations are sent to the Governing Body.

5. The filing fee is \$ 250.00.
6. Applicants/developers will be responsible for ALL publications fees incurred for each case.
7. Application, number of required site plans (10), justification sheet, landowner listing and fees are to be **FILED IN THE ZONING OFFICE THIRTY (30) DAYS PRIOR TO PUBLIC HEARING.**
8. Public meetings or hearings are always the 3<sup>rd</sup> Thursday of each month.
9. Building permits and wastewater permits will not be issued until after conditional use is approved by the Governing Body.
11. Recommendations from the Regional Planning Commission on said request is presented to the County Commissioners fourteen (14) days following said public hearing.
12. Entire process is usually 45 days.
13. Any and all materials or evidence you can supply along with the application will only assist in giving the planning commission a chance to review your application more fully.
14. A CHANGE IN ZONING WILL OCCUR WITH EACH PLAT/SUBDIVISION THAT IS FILED. THE CHANGE WILL BE AGRICULTURE TO RURAL RESIDENTIAL TYPE OF ZONING.

All questions can be addressed to the Zoning Office at any time. 911 Addresses may be obtained through the 911/GIS Director by phoning 620-724-7155.

Concerns with wastewater facilities for proposed development can be addressed to the Crawford County Environmental Office at 620-724-7088.

Business hours are 8:00 a.m. to 4:30 p.m., Monday thru Friday.

Thank you for your assistance. I look forward to working with you. Again, please review the enclosed materials and complete as necessary.

May Smith,  
Zoning Administrator

**Special Notice:**

**All developers &/or engineers are to follow the set guidelines of the Crawford County Subdivision Regulations. (Article 2, Article 4 and Any Street Standard Regulations).**

Application Date: \_\_\_\_\_, 20\_\_

Case Number: \_\_\_\_\_

SUBDIVISION APPLICATION  
CRAWFORD COUNTY REGIONAL  
PLANNING COMMISSION

**FEE: \$250.00**

(FILL OUT FULLY )

**\*\*please print or type\*\***

1. Applicant's Name \_\_\_\_\_

2. Applicant's Mailing Address: \_\_\_\_\_

3. Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

4. Representatives Name and Address: \_\_\_\_\_  
\_\_\_\_\_

5. Present use of subject property: \_\_\_\_\_

6. Intended use of subject property: Single Family Residence and Subdivision Development

7. Legal description of subject property: \_\_\_ Section, \_\_\_ Township S, \_\_\_ Range E  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Acres: \_\_\_\_\_

9. General location of subject property: (direction to site) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. This Change of Zoning/Amendment is requested for the following purposes or reasons:  
\_\_\_\_\_  
\_\_\_\_\_

11. New subdivision:  
 (1) Number of lots intended: \_\_\_\_\_  
 (2) Name of Subdivision: \_\_\_\_\_  
 (3) Streets within Development: \_\_\_\_\_
12. Has rural water and rural fire districts been contacted? \_\_\_\_\_ If so, whom did you speak with and for which district?  
 Rural Water District: \_\_\_\_\_ District NO. \_\_\_\_\_  
 Rural Fire District: \_\_\_\_\_ District NO. \_\_\_\_\_
13. List which electrical company the developer shall be using:
14. Applicant, Developer or Person Responsible for request is to furnish a site plan, plot plan or development plan of the entire property being considered, drawn to a reasonable scale and showing the location of all abutting streets or roadways, the location of existing and proposed structures, types of buildings and the uses proposed, easements, water course, drainage plans, topography, etc. and indicate the proposed methods of furnishing water and sewage disposal for the project. If wells or sewage treatment are to be located on the site, show the locations on the development plan.

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

DATED: \_\_\_\_\_, \_\_\_\_\_

Case Number: 20\_\_ - \_\_\_\_\_

APPLICATION  
REZONING PERMIT

1. Applicant's Name \_\_\_\_\_

2. Applicant's Mailing Address: \_\_\_\_\_

3. Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E Mail Address If Available: \_\_\_\_\_

4. Representatives Name and Address: \_\_\_\_\_  
\_\_\_\_\_

E Mail Address: \_\_\_\_\_

5. Present use of subject property: \_\_\_\_\_

6. Intended use of subject property is to Rezone to: SINGLE FAMILY SUBURBAN -  
RESIDENTIAL DISTRICT (SR)

7. Legal description of subject property to be rezoned:

\_\_\_\_\_ Section, \_\_\_\_\_ Township S, \_\_\_\_\_ Range E

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Number of Acres: \_\_\_\_\_

8. How are the adjoining properties used or zoned within 1,000 ft. area?

NORTH \_\_\_\_\_ SOUTH \_\_\_\_\_  
EAST \_\_\_\_\_ WEST \_\_\_\_\_

9. General location of subject property: (direction to conditional land use site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. This Change of Zoning/Amendment is requested for the following purposes or reasons: \_\_\_\_\_  
\_\_\_\_\_

11. Is area serviced with municipal sewer: \_\_\_\_\_ If so, from what district or city.  
\_\_\_\_\_

12. Does area have utilities to location? If so, what water district, electrical company and fire district will the conditional land use be located in.  
\_\_\_\_\_ Fire \_\_\_\_\_ Water \_\_\_\_\_ Electric

13. Applicant, Developer or Person Responsible for request is to furnish a site plan, plot plan or development plan of the entire property being considered, drawn to a reasonable scale and showing the location of all abutting streets or roadways, the location of existing and proposed structures, types of buildings and the uses proposed, easements, water course/drainage plans, topography, etc. and indicate the proposed methods of furnishing water and sewage disposal for the project. If wells or sewage treatment are to be located on the site, show the locations on the development plan.

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

DATED: \_\_\_\_\_, \_\_\_\_\_

PRELIMINARY PLAT REVIEW SHEET/INFORMATION

1. Name of Subdivision: \_\_\_\_\_
2. Name of Applicant or Corporation: \_\_\_\_\_
3. Name of Agent or Contact Person: \_\_\_\_\_
4. Address of Agent or Contact Person: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_
5. Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
6. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
7. Land Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
8. Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
9. Subdivision Location: on the \_\_\_\_\_ side of \_\_\_\_\_  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(direction) (Street)
10. Postal Delivery Area: \_\_\_\_\_ School District: \_\_\_\_\_  
Water District: \_\_\_\_\_ Fire District: \_\_\_\_\_
11. Total Acreage: \_\_\_\_\_ Zone: \_\_\_\_\_ Number of Lots: \_\_\_\_\_
12. Map Id. Or Parcel Id. Number: \_\_\_\_\_
13. Date of preliminary sketch review: \_\_\_\_\_





Case Number: \_\_\_\_\_

## JUSTIFICATION

"QUESTIONS 1 THROUGH 10 MUST BE ANSWERED COMPLETELY BEFORE ACCEPTANCE OF THIS APPLICATION FOR PROCESSING"

- 1) What use is to be made of the area in question?
  
- 2) Give some factual data showing need for the proposed use in the area to be served.
  
- 3) Will it be necessary to build a new structure?
  
- 4) What qualities are there about the property in question, other than ownership, that makes it more feasible to rezone rather than attempt to acquire property presently zoned for the type of use proposed?
  
- 5) Will the proposed use increase traffic in the area?  
If so, will an increase in traffic be detrimental to the adjoining properties?

6) What is the economic structure (high, low, medium, etc.) and character of the area? Describe.

7) How will surrounding property values be maintained or increased? Show the basis for your assumption in detail. (you may use reverse side to answer)

8) Is the area presently served by a similar type of zone and use?

9) What physical qualities are there about the property in question which prohibits a less intense use? State what these may be specifically.

10) How will the proposed use increase or maintain health, safety, morals, order, convenience, prosperity or general welfare of the neighborhood? (In answering this question, present factual information that would lead to this conclusion).

\*All answers may be submitted on reverse side or on another sheet of paper.

\*\*This justification form must accompany the zoning application.

\*\*\*Areas that are not directly associated with your conditional use, may be marked N/A.

(FOR OFFICE USE ONLY)

Date received: \_\_\_\_\_, 20\_\_                      Receipt No.: \_\_\_\_\_  
Planning Board:  
Rezoning Hearing Date: \_\_\_\_\_, 20\_\_                      Notice published \_\_\_\_\_, 20\_\_  
Notice mailed to adjacent land owners: \_\_\_\_\_, 20\_\_ (names on file)  
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\_\_  
New subdivision, preliminary plat presentation: \_\_\_\_\_, 20\_\_  
New subdivision, final plat presentation: \_\_\_\_\_, 20\_\_  
“Short Plat” public hearing: \_\_\_\_\_, 20\_\_  
(Restrictive covenant \_\_\_\_\_, Homeowners association \_\_\_\_\_, Sewer District \_\_\_\_\_)  
Publication date and Affidavit No: \_\_\_\_\_, 20\_\_                      NO: \_\_\_\_\_  
Planning Board Recommendation for Development Plans: \_\_\_\_ Approved, \_\_\_\_ Denied,  
\_\_\_\_ Aye, \_\_\_\_ Nays, \_\_\_\_ Abstaining, \_\_\_\_ Absent  
Planning Board Recommendation Rezoning: \_\_\_\_ Approved, \_\_\_\_ Denied, \_\_\_\_ Aye, \_\_\_\_ Nays,  
\_\_\_\_ Abstaining, \_\_\_\_ Absent  
Meeting held over until: \_\_\_\_\_, 20\_\_  
Forward to Govern Body: \_\_\_\_\_, 20\_\_  
\*\*meeting tabled due to lack of quorum until \_\_\_\_\_, 20\_\_ \*\*  
GOVERNING BODY:  
Date of Meeting: \_\_\_\_\_, 20\_\_                      Application: Approved \_\_\_\_ or Denied \_\_\_\_  
Returned to Regional Planning Board \_\_\_\_\_, 20\_\_  
Resolution Passed: \_\_\_\_\_, 20\_\_  
  
Publication Date & Affidavit NO: \_\_\_\_\_                      RESOLUTION NO: 20 - \_\_\_\_\_  
  
Publication Date & Affidavit NO: \_\_\_\_\_                      REZONING RESOLUTION NO: 20 - \_\_\_\_\_

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

Referencing Map number: \_\_\_\_\_

911 Address: \_\_\_\_\_