

CRAWFORD COUNTY ZONING
MAY SMITH, ZONING ADMINISTRATOR
111 E. FOREST, STE M; GIRARD, KS. 66743
620-724-6168, Fax 620-724-7178
m.smith@crcoks.org

TO: Applicants, Developers, Surveyors &/or Engineers
RE: Procedures
Amendment of Zoning

The following are steps or procedures one will be required to follow to come into compliance with the current zoning regulations for Crawford County. Also, for review, attached are permits, forms and information packets that would be required during the course of a case:

- 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. (Monies exchanged between the two parties maybe erased.) If there is not a 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 Rezoning Application:
 - All areas must be fully completed.**
 - 1. Site plans which addresses the location of any and all building. 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.
 - 2. Justification forms supplied with the application must be completed fully. Areas of these questions that do not pertain to your request maybe marked N/A.
 - 3. 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 1,000 feet. The listing would be obtained through an abstract company.
 - 4. 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).
 - 5. 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.

6. The filing fee is \$ 250.00
7. Applicants/developers will be responsible for ALL publication fees incurred for each case.
8. Application, number of required site plans, justification sheet, landowner listing and fees are to be **FILED IN THE ZONING OFFICE THIRTY (30) DAYS PRIOR TO PUBLIC HEARING**
9. Public meetings or hearings are always the 3rd Thursday of each month.
10. Recommendations from the Regional Planning Commission on said request is presented to the County Commissioners fourteen (14) days following said public hearing.
11. Entire process is usually 45 days.
12. Any and all materials or evidence you can supply along with the application will only assist the planning commission a chance to review your application more fully.

All questions can be addressed to the zoning office at any time. Business hours are 8:30 a.m. to 4:30 p.m., Monday thru Friday.

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

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 & Floodplain Administrator

Applicants must follow all guidelines for rezoning!
Please phone 620-724-6168 for details.

Application Date: _____, 20__ Case Number: _____

REZONING 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: _____
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: _____

****Have 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. _____

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, 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: _____

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 maybe 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 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__

New subdivision, preliminary plat presentation: _____, 20__

New subdivision, final plat presentation: _____, 20__

“Short Plat” public hearing: _____, 20__

(Restrictive covenant _____, Homeowners association _____, Sewer District _____)

Planning Board Recommendation: ___ Approved, ___ Denied, ___ Aye, ___ Nays,
___ Abstaining, ___ Absent -----For Development.

Planning Board Recommendation: ___ Approved, ___ Denied, ___ Aye, ___ Nays,
___ Abstaining, ___ Absent---- For Amendment in Zoning from AG. To RR.

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__ 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: _____