



# PLANNING & DEVELOPMENT APPLICATION FRANKLIN COUNTY, KANSAS

Permit Number: \_\_\_\_\_

**APPLICATION FEES:** \$270.00 Zone Changes to any Agricultural District or any Residential District **ONLY**  
(Pay to Franklin County Planning & Bldg. Dept.) \$270.00 Special Use Permits or Variances  
\$350.00 Zone Change Requests to Districts **other than** Agriculture or Residential

### CONTACT INFORMATION:

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ OTHER PHONE #: \_\_\_\_\_

### CHECK ALL THAT APPLY:

Zoning Change

Special Use Permit

Variance Request

PROPERTY OWNER: \_\_\_\_\_  
(If different from above)

SITE ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ OTHER PHONE #: \_\_\_\_\_

### LOCATION DETAILS:

Section #: \_\_\_\_\_

Township #: \_\_\_\_\_ S

Range #: \_\_\_\_\_ E

Township Name: \_\_\_\_\_

### PROPOSED CHANGES:

Current Zoning at Location: \_\_\_\_\_ (I.e., A-1 (Agriculture))

Proposed Change to Zoning: \_\_\_\_\_ (if applicable) (I.e., A-2 (Transitional-Agriculture))

Current Use of the Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Change in Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Variance: \_\_\_\_\_ (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of property owner below verifies that the documentation and information provided to the Planning & Building Department is accurate and true. The signature below also authorizes the Planning & Building Department the right of entry onto the property described on the property deed for site inspection and evaluation as required or needed to process this application.

**SIGNATURE OF PROPERTY OWNER OF RECORD:** \_\_\_\_\_



## PLANNING & DEVELOPMENT APPLICATION FRANKLIN COUNTY, KANSAS

The attached application must be submitted to the Franklin County Planning and Building Department for all proposed changes to:

- Zoning Classifications
- Special Use Permits
- Variances

<b>CHECKLIST</b>	
<b>REQUIRED DOCUMENTATION</b>	
<i>(Applications will not be accepted without the following items)</i>	

- |   |  |
|---|--|
| Required                                      | <input type="checkbox"/> LETTER TO THE PLANNING DIRECTOR EXPLAINING REASONS FOR CHANGES IN USE OR ZONING OF THE PROPERTY   |
| Required                                      | <input type="checkbox"/> COPY OF DEED WITH LEGAL DESCRIPTION OF THE PROPERTY<br>(Copies of your deed can be obtained from the Registrar of Deeds Office at the Franklin County Courthouse)   |
| Required                                      | <input type="checkbox"/> SITE PLAN SHOWING LOCATION OF ALL STRUCTURES AND DISTANCES FROM PROPERTY LINES.   |
| Required                                      | <input type="checkbox"/> IDENTIFY SOURCE OF WATER AND PROVIDE A LETTER FROM WATER SOURCE PROVIDER regarding their capabilities to supply water services to the property that meets the minimum requirements of the use(s) permitted by the rezoning classification.  |
| Check with the Planning & Building Department | <input type="checkbox"/> IDENTIFY TYPE OF SANITATION FACILITIES REQUIRED OR PROPOSED. Where <u>PUBLIC SANITATION FACILITIES</u> are proposed, provide a letter from the sewer service provider regarding their capabilities to accommodate the sanitation needs of the use(s) permitted by the rezoning classification <u>OR</u> provide a letter from a licensed engineer describing the general type and size of public sanitation system necessary to accommodate the sanitation needs of the use(s) permitted by the rezoning classification along with evidence that similar sanitation systems have been accepted by the Kansas Department of Health and Environment (KDHE). |

Feel free to contact the Franklin County Planning and Building Department to schedule an appointment to discuss the specifics of your application.

**FRANKLIN COUNTY PLANNING & BUILDING DEPARTMENT**  
1428 S. MAIN ST., SUITE #5  
OTTAWA, KS 66067  
PHONE: (785) 229-3570 FAX: (785) 229-3504