

**THE CITY OF HOLTON,
KANSAS**

**PLANNING
COMMISSION**

APPLICATION PACKET FOR

**CHANGE IN ZONING
DISTRICT**

FROM CITY OF HOLTON ZONING REGULATIONS

CITY OF HOLTON
ZONING AND PLANNING ORDINANCE NUMBER 1203

PASSED JANUARY, 1991

TIME TABLE AND GENERAL INFORMATION

GENERAL:

Zoning Districts are intended to set out uniform regulations governing the use, height, area, size and intensity of use of buildings, land, and open spaces about buildings within any given district.

TIMETABLE:

The length of time required for a change in zoning district to be approved will be approximately 60 to 75 days from the time the application is filed until the zoning change is legally In effect. After receiving an application for a zoning change, the Chairman of the Planning and Zoning Commission will schedule a public hearing. An official Public Notice of the hearing must appear In the newspaper at least 20 days prior to the hearing. Then the hearing is held and the Zoning and Planning Commission may or may not vote on the application for zoning change. The vote by the Zoning and Planning Commission is to recommend the approval or disapproval of the proposed zoning change to the City Commission. The City Commission has the final say on the zoning change, and they may, if deemed necessary, refer it back to the Zoning and Planning Commission for further review. There is a 14 day waiting period between the public hearing held by the Zoning and Planning Commission and when the issue goes before the City Commission for consideration. If the City Commission votes in favor of the zoning change, then It becomes in effect after the ordinance is published in the newspaper.

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The Holton Zoning and Planning Commission meet the second Monday of each month. The meetings are open to the public.

Please be aware, that, the above timetable may be extended by the Zoning and Planning Commission, or the City Commission, depending upon each Commission's request for additional information, or to resolve any issues that may concern either Commission.

PROPERTY OWNER NOTIFICATION:

All owners of land located within two-hundred (200) feet of the property to be affected by the intended appeal or variance will receive written notice of the proposed appeal or variance [by mail] of the public hearing and will be given an opportunity to be heard at the hearing. Also a copy of such notice will be mailed to each member of the Zoning and Planning Commission, and City Commission

FILING FEE:

For the purpose of helping to defray the cost of publication, property owner notification and other cost, the applicant, upon filing a request for a zoning change, shall pay a fee in the amount of seventy (70) dollars. This fee is non-refundable once the initial public hearing date has been set.

SUPPORTING DOCUMENTS, ETC:

Please be sure to include with your application or documents you feel may be valuable to the Board in assisting them to render a decision. You should include six (6) copies each, of the supporting documents, so they can be distributed to each of the Commission members, prior to the hearing. Additionally, you should be prepared to address any other regulatory requirements, or problems that may support your request for a zoning change.

INFORMATION SOURCES:

Legal descriptions to properties may be obtained from the Recorder of Deeds Office, second floor, Jackson County Courthouse, or from your copy of your deed for the property. Adjacent land use and zoning information can be obtained from the Holton Code Enforcement Office, City Hall, 430 Pennsylvania Avenue, Holton, Kansas.

CITY OF HOLTON PLANNING COMMISSION

APPLICATION FOR A CHANGE IN ZONING

APPLICANT: _____

ADDRESS: _____

NAME OF AGENT (if any): _____ Phone: _____

ADDRESS: _____

APPLICANTS INTEREST IN PROPERTY:

_____ Owner _____ Tenant _____ Other, _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

PROPERTY LOCATION: _____

LEGAL DESCRIPTION:

Lot or Parcel: _____ Block: _____ Sub-division: _____ Other, _____

CURRENT ZONING DISTRICT AND USE: _____

PROPOSED ZONING DISTRICT AND USE: _____

ADJACENT ZONING AND LAND USE:

North: _____

North: _____

South: _____

South: _____

East: _____

East: _____

West: _____

West: _____

Explanation of the reasons for this zoning change:

Will this change in zoning be consistent with the intent and purpose of the Holton Comprehensive Plan, and the Future Land Use Map [please explain]?

Provide a drawing, plot plan, blueprint, plat or any other information that would be helpful to either Commission in evaluating this request.

The applicant/agent hereby declares that all information submitted is true to the best of his or her knowledge and that all information required for this request has been included within this application.

[Applicant / Agent Signature]

[Date]

[Zoning and Planning Officer]

[Date]