



# CITY OF LEOTI

Council Meeting  
1<sup>st</sup> & 3<sup>rd</sup> Monday – 6:30 p.m.

<b>Date Received:</b> _____ <b>Fee Paid:</b> _____
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## City of Leoti Change of Zone Request & Conditional Use Application

**I request a change in zoning:**

From (present zoning): \_\_\_\_\_ To (proposed zoning): \_\_\_\_\_

**OR - - I request a conditional use of:** \_\_\_\_\_

Legal Description: \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (daytime) \_\_\_\_\_ (cell) \_\_\_\_\_ Email: \_\_\_\_\_

**Landowner of Record (if different than applicant):** \_\_\_\_\_

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

Phone: (daytime) \_\_\_\_\_ (cell) \_\_\_\_\_ Email: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agent or Architect/Engineer/Developer/Surveyor: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If there is more than one landowner or architect/engineer/developer/surveyor involved with this application, please attach additional information. If you need additional space to answer questions, please attach additional information and refer to the question by number.  Additional Information Attached.

- Describe existing use of property. \_\_\_\_\_
- How long has property been used for this purpose? \_\_\_\_\_
- Describe proposed uses. \_\_\_\_\_
- Describe the present use and character of the surrounding neighborhood. \_\_\_\_\_  
\_\_\_\_\_
- Describe your reason for requesting the zoning change. \_\_\_\_\_  
\_\_\_\_\_



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6. Describe the suitability of this property for uses that are proposed: \_\_\_\_\_
7. Describe how this zoning change will detrimentally affect, and benefit nearby property: \_\_\_\_\_
8. Describe the length of time and reason the subject property has remained vacant as zoned if applicable: \_\_\_\_\_
9. Describe why you feel that the proposed change is suitable for this property and is the best use of this land: \_\_\_\_\_
10. Describe the adequacy of public utilities and infrastructure: \_\_\_\_\_

I/We are the lawful owners of record and authorize this application. Statements and answers herein and the information submitted with this application are complete and accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY USE ONLY (DO NOT MARK)	
Received by: _____	Date and Time: _____
Comments/Observations: _____	
Date P&Z Meeting: _____	Date Council Meeting: _____
1 <sup>st</sup> Publication Date: _____	*Must be 14 days after the P&Z decision.
2 <sup>nd</sup> Publication Date: _____	Council Decision: _____
Date Mailing Notice: _____	
Posted on Property: _____	
P&Z Decision: _____	



## City of Leoti, Kansas Change of Zone Request/Conditional Use Procedures

This application must first go before the Planning and Zoning Board at a public hearing. At the conclusion of the public hearing, the Planning and Zoning Board will make a recommendation or request additional information. Fourteen days must lapse before the issue can then go to the Governing Body for consideration. If the application is approved, then the Governing Body will pass an ordinance. Please note that any approved zoning change will not take effect until the ordinance is published.

The Planning and Zoning Board meets every third Thursday of the month as needed at 6:00 p.m. in the City Hall Council Meeting Room. The Governing Body meets every first and third Monday at 6:30 p.m. Certain notice requirements must be followed before the item can be placed on the agenda.

Applicant must attend the meeting to answer questions about their application or request. Only complete applications will be put on the agenda.

### Items required to be submitted with application:

1. Certified list of property owners, names and addresses for all the property which lies within 200 feet of the boundaries of the property within the City Limits and 1000 feet of the boundaries within the county area. The list must be certified by a county official or title company.
2. Application & Non-Refundable \$50 application fee.
3. Copy of most recent deed to the property.
4. Scaled site plan of property showing all improvements and proposed improvements; including any proposed utilities or streets.
5. Any consents or statements of support from adjoining property owners. This is not required but will be considered if submitted.
6. Building plans, if any.
7. Surveys & engineering reports if any.