

CRAWFORD COUNTY ZONING

JUDITH FREEMAN, ZONING ADMINISTRATOR
111 E. FOREST, STE M; GIRARD, KS. 66743
620-724-6168(Ext. 164), *Fax 620-724-7178*,
E Mail: Jfreeman@ckt.net

"MAKING A BETTER TOMORROW"

TO: Applicants, Developers, Surveyors &/or Engineers

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

The following list 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 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.

1. 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.
2. Justification forms supplied with the application must be completed fully. Areas of these questions that do not pertain to your request my be 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 within 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 insure 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 publications 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. 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. 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.

Judith Freeman,
Zoning Administrator

Special Notice:

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

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, 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 RURAL -
RESIDENTIAL DISTRICT (RR)

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, 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: _____
14. Attach ten (10) copies of proposed preliminary plat.
15. List all contiguous holdings in the same ownership: _____
 _____ Section _____ Lots _____

The applicant hereby consents to the provisions of the subdivision regulations providing that the decision of the Planning Commission shall be made within thirty (30) days after the close of the public hearing on final plat approval.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land

were acquired, together with the book and page of each conveyance into the present owner as recorded in the County Register of Deeds office. This affidavit shall indicated the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF _____)

COUNTY OF _____) SS:

I, _____ hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Mailing Address: _____
(street)

(city) (state) (zip code)

Subscribed and sworn to before me this the day of _____

(city) (state) (zip code)

MY COMMISSION EXPIRES:

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: _____, 2010 (names of 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 Dept., 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: ___ 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__

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: _____

Unless otherwise allowed by the Zoning Administrator, the Development Plan/Subdivision/Short Plat Plans shall include and/or display the following information where appropriate:

- B. A written report addressing the following topics:

1. **Off-Site Infrastructure.** All roads not a part of the primary highway system of the State of Kansas intended to be used by the applicant as a means of ingress and egress to the proposed facility, both during construction phase as well as during the life of the operations, shall be designated on the application. Final approval of the designated roads to be used shall be made a part of the Conditional Use Permit, if approved. A construction and maintenance agreement between the applicant and Crawford County shall be required. Such agreement shall specify the standards to which such roads will be reconstructed, if necessary, and the standards to which such roads will be subsequently maintained by the owner/operator. The agreement shall also specify the form, manner, timing, and frequency of maintenance and upkeep. The responsibility of determining sufficiency of compliance with the road agreement shall be with Crawford County or its designee.
2. **Overview of existing environment.** A written description of the project site location, including an overview of the existing environment that may be affected by the construction and operation of the project. Said overview shall include information regarding:
 - a. Flora – vegetation species, endangered and threatened species (officially listed), critical habitat and habitat conditions for such species, such information to be prepared by a recognized expert within an appropriate scientific field.
 - b. Fauna – Species, habitat assessment, endangered and threatened species (officially listed), migratory species, critical habitat and habitat conditions for such species, such information to be prepared by a recognized expert within an appropriate scientific field.
 - c. **Flood zones** – Boundaries of the 100-year flood Plain as identified on the Federal Insurance Administration’s “Flood Hazard Boundary Maps” of Crawford County, Kansas.
 - d. **A map** - of the known or mapped archeological, cultural or historical sites or structures within a mile of the project.
3. **Noise.** A noise report shall be prepared that identifies current decibel levels surrounding the project site and the describe levels and source noise if development occurs. Any proposed increase in noise levels on residential properties with ¼ - mile of the project shall be indicated and mitigation plans identified.

4. **Surface Water.** Water Quality Standards utilized for construction sites in Kansas under the requirements of the Clean Water Act shall be in effect during all construction, operation and maintenance of all facilities in the projects, including using appropriate methods to be used in mitigate impacts. Names and/or identification of all surface waters within ¼ mile of the project shall be identified.

5. **Groundwater.** It must be demonstrated that the project is consistent with the objectives and requirements of all relevant water management policies of the county and state.

110111