



# **CITY OF IOLA APPLICATION REQUIREMENTS AND PROCEDURES FOR PLANNING & ZONING APPLICATIONS**

## **APPLICATION REQUIREMENTS**

1. **Pre-application conference:** Prior to submitting an application, the applicant must meet with the Planning Director to discuss the proposal and the application process.

2. **The following submittals are required for all applications:**

- Completed application form
- Non-refundable filing fee
- Vicinity map showing the subject property
- Proof of ownership or control of the property
- Legal description of the subject property (not required for Comprehensive Plan Amendments)
- Tax certificated from both the City and County stating that all taxes, encumbrances, or special assessments have been satisfied (not necessary for Comprehensive Plan Amendments and Vacation of easement or right-of-way applications)

3. **Additional information required for specific applications:**

**A. OFFICIAL ZONING MAP AMENDMENT/REZONING APPLICATION**

- List of property owners within 200 feet of the subject property. Note: if the subject property abuts the city limits, the list of property owners must include those property owners outside the city limits within 1,000 feet of the subject property.
- Written description of the character of the surrounding neighborhood and the compatibility of the proposed zoning district with the neighborhood.

**B. SPECIAL USE PERMIT APPLICATION**

- List of property owners within 200 feet of the subject property. Note: if the subject property abuts the city limits, the list of property owners must include those property owners outside the city limits within 1,000 feet of the subject property.
- Written description of the character of the surrounding neighborhood and the compatibility of the proposed zoning district with the neighborhood.
- A sketch of the site if any new construction or alterations are proposed with the special use.

**C. LOT SPLIT, PRELIMINARY PLAT, OR FINAL PLAT APPLICATION**

- A lot split survey, preliminary plat, or final plat containing all required information as outlined in Article IV of the City's Unified Development Ordinance.

**D. SITE PLAN APPLICATION**

- A site plan containing all required information as outlined in Article IV of the City's Unified Development Ordinance, including topography that references the USGS mean sea level datum.

**E. VACATION OR DEDICATION OF EASEMENT OR RIGHT-OF-WAY APPLICATION**

- Paper signed and notarized by the adjoining property owner(s) indicating their intention to either obtain ½ of the vacated land or refuse the vacated land (vacation applications only).
- Signatures of all utility companies (gas, electric, phone, cable, etc.) indicating their approval of the vacation.

## **F. BOARD OF ZONING APPLICATION**

- List of property owners within 200 feet of the subject property. Note: if the subject property abuts the city limits, the list of property owners must include those property owners outside the city limits within 1,000 feet of the subject property.
- A sketch of the site if any new construction or alterations are proposed with the special use.

## **APPLICATION PROCEDURE**

1. Upon submission of a completed application, City staff will review the submitted information and hearing notice requirements and determine the next available Planning Commission or Board of Zoning meeting in which the application may be placed on the agenda. Due to timing and hearing notice requirements, it may take between 4-6 weeks for an application to be reviewed by the Planning Commission from the date of submittal.
2. Once a completed application has been submitted, City staff will review the proposal. The review of the proposal may include meetings between staff and the applicant to ensure that all necessary information has been provided.
3. For those applications requiring a public hearing (comprehensive plan amendment, official zoning map amendment/rezoning, and special use permit) the City will publish a notice and, if required, mail notices to property owners within 200 feet of the subject property, as provided by the applicant and as required by Kansas State Statutes.
4. If the applicant wishes to postpone or withdraw an application, a written request must be filed with the City at any time during the process.
5. The Planning Commission or Board of Zoning will hold a public hearing to consider the application.
  - A. Planning Commission
    1. By majority vote of the Planning Commission, a recommendation to approve, approve with conditions, deny, or continue the application may be made.
    2. Once the Planning Commission has made a recommendation on the application, it will be placed on the agenda of the City Council for their consideration.
    3. By majority vote of the City Council, the application may be approved, approved with conditions, denied or continued.
  - B. Board of Zoning
    1. By majority vote the Board of Zoning may approve, approve with conditions, deny, or continue the application.

**For further information contact the Iola Code Services Department @ 620.365.4903**