



Rezoning Application

Community Development/Planning Dept.
401 N. Madison St., Spring Hill, KS 66083
(913) 592-3657 • (913) 592-5040 FAX
planning@springhillks.gov • www.springhillks.gov

PURPOSE OF REZONING _____

ADDRESS OR VICINITY _____

FROM DISTRICT _____ TO DISTRICT _____

LEGAL DESCRIPTION _____

REAL ESTATE PARCEL NUMBER _____

PROPERTY SIZE _____

APPLICATION FEE (see schedule on back)

APPLICANT

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

OWNER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

ARCHITECT/ENGINEER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

APPLICANT/OWNER SIGNATURE _____ DATE _____

OFFICE USE ONLY

FILE CODE _____ FEE RECEIVED BY _____ DATE _____

PLANNING COMMISSION MEETING DATE _____

CITY COUNCIL MEETING DATE _____ Approved or Denied

Please refer to the attached documentation for details regarding the application submittal process.



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SPRING HILL DEVELOPMENT APPLICATION FEES

Rezoning:

Residential	
0 to 5 acres	\$ 350.00
5.1 to 10 acres	\$ 500.00
10.1 to 20 acres	\$ 600.00
20.1 or more acres	\$ 750.00
Commercial/Industrial	
0 to 5 acres	\$ 700.00
5.1 to 15 acres	\$ 800.00
15.1 to 25 acres	\$ 950.00
25.1 or more acres	\$ 1,100.00

Planned Zoning District:

Base Cost:	\$ 500.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Preliminary Plat:

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Final Plat:

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Site Plan Review:

0 to 10,000 Sq. Ft.	\$ 600.00
10,001 to 25,000 Sq. Ft.	\$ 700.00
25,001 or more Sq. Ft.	\$ 800.00

Conditional Use Permit Fee: \$ 600.00



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REZONING SUBMITTAL INFORMATION

- A. Certified List of Property Owners.** The applicant shall furnish a certified list of all owners of record of lands located within at least 200 feet of the area proposed to be altered in the city limits; and the area of notification shall be extended to at least 1,000 feet in the unincorporated area when properties proposed to be altered are located adjacent to or outside of the city limits; or 1,000 feet in the growth area, of the area proposed to be zoned. The list shall include title owners of such property, their mailing addresses, and a legal description of their property. This information must be obtained through a title insurance company. Twenty days prior to the hearing, the Zoning Administrator shall mail to all parties described, a copy of the published notice of the hearing.
- B. Submission of Application.** Complete submission of application, including signature by applicant on all documents, is required prior to scheduling on Planning Commission Agenda.
- C. Review Criteria.** Criteria for review of a proposed amendment to the official zoning map or text to the Zoning Code include the following:
- a. Consistent with purposes of the regulations and intent and purpose of the proposed district
 - b. Character of the neighborhood
 - c. Zoning and uses of nearby parcels
 - d. Requested because of changing conditions
 - e. Suitability of parcel for uses restricted by the current zone
 - f. Detrimental effects on nearby parcels
 - g. Proposed amendment corrects an error
 - h. Length of time the property has been vacant
 - i. Adequacy of facilities
 - j. Conformity with the Comprehensive Plan
 - k. Hardship if application is denied
 - l. Any additional information
- D. Posting of Sign.** Upon application for rezoning, the applicant shall post a sign, as provided by the City Clerk, on the property in question. The rezoning sign must be posted not less than 15 days prior to the date of the public hearing to be held by the Planning Commission. The sign shall be placed within five feet of the street right-of-way in a central position on the property to be rezoned. The bottom of the sign shall be raised a minimum of two feet above the ground and the sign shall remain posted until after Governing Body action and shall be removed by the owner.
- E. Pre-application Meeting. (See flow chart)** Prior to filing an application for rezoning a pre-application meeting shall be held between the applicant and City staff, unless waived by the City Planner. At such a pre-application meeting, the City Planner should determine if a neighborhood meeting is necessary.
- F. Neighborhood Meetings. (See flow chart)** The purpose of neighborhood meetings is to allow the proposed development's surrounding property owners the chance to meet with the applicant prior to the scheduled public meeting before the Planning Commission and attempt to resolve issues that may impact the quality of life in the area or the value of surrounding properties. (Refer to Resolution 612 dated March 8, 2007.)



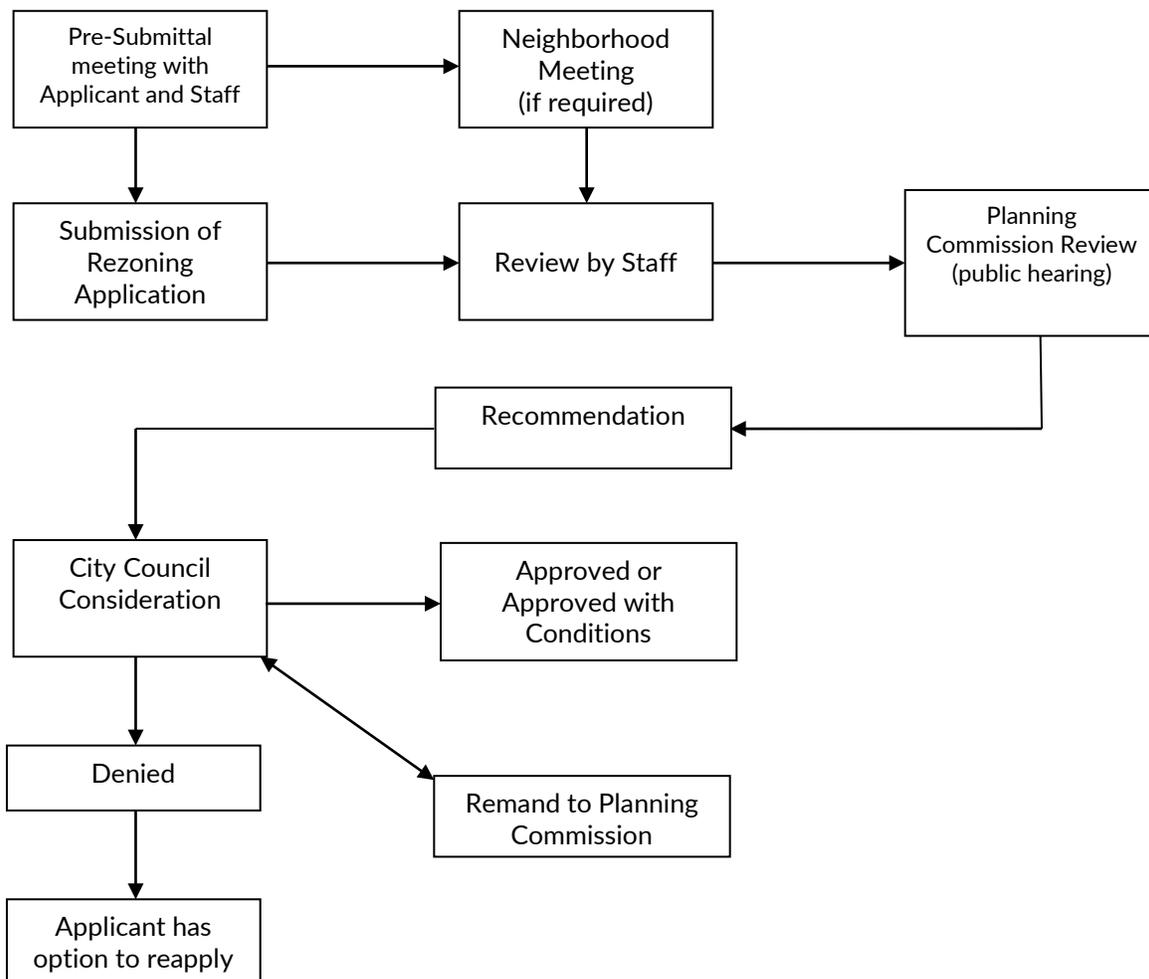
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When neighborhood meetings are required, notification of the meetings should be provided by applicants to all property owners of record and all homes associations generally within 200 feet or 1,000 feet of the boundaries depending on if inside the city limits. Such meeting should typically be held at least fifteen days or more prior to the scheduled meeting before the Planning Commission in order to revise plans to address neighborhood issues and to provide a summary of the meeting issues to City staff. Proof of notification is required prior to consideration of the Planning Commission.

An accurate written summary of the meeting should be made by the applicant and provided to City staff in order to be forwarded to the Planning Commission. Such summary should include an outline of the concerns or issues raised by all parties involved, as well as indicating the issues that remain unresolved. The summary will provide a basis for City staff consideration and will become part of the written statement to the Planning Commission or Governing Body.

REZONING FLOW CHART Minimum time to complete review process = 60 days



2015/2016
Spring Hill Planning Commission
Meeting Dates and Submittal Deadlines

Meeting	Submittal Deadlines			Meeting
Planning Commission Meeting/Hearing	Paid Application Submittal Deadline (CUP/Rezoning/Preliminary & Final Plats)	Deadline for Public Notice Published & Letters Sent to Property Owners (This is done by the City of S.H.)	Deadline for Neighborhood Meetings Held & Signs Posted	City Council Meeting/Hearing to Consider Application
*1/7/15	12/2/14	12/10/14	12/15/14	1/22/15
2/5/15	1/6/15	1/14/16	1/19/15	2/26/15
3/5/15	2/3/15	2/11/15	2/16/15	3/26/15
4/2/15	3/3/15	3/11/15	3/16/15	4/23/15
5/7/15	4/7/15	4/15/15	4/20/15	5/28/15
6/4/15	5/5/15	5/13/15	5/18/15	6/25/15
7/2/15	6/2/15	6/10/15	6/15/15	7/23/15
8/6/15	7/7/15	7/15/15	7/20/15	8/27/15
9/3/15	8/4/15	8/12/15	8/17/15	9/24/15
10/1/15	9/1/15	9/9/15	9/14/15	10/22/15
11/5/15	10/6/15	10/14/15	10/19/15	**11/26/15
12/3/15	11/3/15	11/11/15	11/16/15	**12/24/15
1/7/16	12/8/15	12/16/15	12/21/15	1/28/16
2/4/16	1/5/16	1/13/16	1/18/16	2/25/16
3/3/16	2/2/16	2/10/16	2/15/16	3/24/16
4/7/16	3/8/16	3/16/16	3/21/16	4/28/16
5/5/16	4/5/16	4/13/16	4/18/16	5/26/16
6/2/16	5/3/16	5/11/16	5/16/16	6/23/16
7/7/16	6/7/16	6/15/16	6/20/16	7/28/16
8/4/16	7/5/16	7/13/16	7/18/16	8/25/16
9/1/16	8/2/16	8/10/16	8/15/16	9/22/16
10/6/16	9/6/16	9/14/16	9/19/16	10/27/16
11/3/16	10/4/16	10/12/16	10/17/16	**11/24/16
12/1/16	11/1/16	11/9/16	11/14/16	12/22/16

A protest petition regarding a CUP or Rezoning requests must be filed with the City Clerk within fourteen (14) days after the date of the Planning Commission hearing per Sections 17.354 I and 17.364 I of the Zoning Regulations.

*Planning Commission Meetings are normally scheduled on the 1st Thursday of each Month unless otherwise listed on this schedule due to election or holiday conflicts. Said meetings are subject to change with proper notice. The meetings are held in Room 15 of the Civic Center @ 7:00 p.m., located at 401 N. Madison St., Spring Hill, KS 66083.

**Due to holiday, the City Council meeting date will need to be determined at a later date.