

119 North Hersey Avenue
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Beloit, Kansas 67420



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APPLICATION FOR ZONING VARIANCE

INSTRUCTIONS TO APPLICANT

1. Applicant must complete attached **Application for Zoning Variance form**. All blanks shall be filled in and those not applicable should be noted as N/A.
2. The applicant must fill out the **review criteria** justifying the variance requested by explaining in detail the manner in which it is believed that this application will satisfy each of the conditions as set out by the city's zoning code. The applicant's answers need to contain compelling arguments as they pertain to each of the conditions.
3. The applicant must submit a **description of the project** clearly describing the extent of the project and the structures to be built which necessitate the variance. Include any other information which would be helpful to the Planning Commission in consideration of the application.
4. The applicant must submit a **drawing**, showing the lot or lots included in the application, the existing structures and the structures to be built. All appropriate dimensions should be included and any other information which would be helpful to the Planning Commission in consideration of the application.
5. Applicant must submit a **list of names** and mailing addresses of owners of all property within a distance of two hundred (200) feet of the boundaries of the property described in the application. This list must be obtained from the Mitchell County Appraisers Office. The appraiser's office will usually need 2 to 3 days advanced notice and there is a small fee for this list. While at the appraiser's office, ask for the "**deed book and page number**" of your property. This will be helpful in the next step.
6. Applicant must provide a **copy of the property deed** which is proof of ownership of the property. Tell the person in the Register of Deeds office the deed book and page number of your property for quick reference. You may purchase a copy of your property deed from the Mitchell County Register of Deeds office for 20 cents a page. This deed will legally describe the property which is necessary on the application.
7. In many cases, a **property survey** will be required when the construction project encroaches into the zoning setbacks. This survey must be completed by a professional engineer or certified land surveyor. Check with the Zoning Officer before proceeding to see if this will be a requirement for your project.
8. **The application, the review criteria, the description of the project, the drawing, the list of names, the deed, the survey** (if not waived), and **the fee** of \$50.00 shall be submitted to the City Clerk's Office before the public hearing can be scheduled and the announcement published.
9. Once the application is complete and turned in to the zoning staff with the City of Beloit, a public hearing will be scheduled, announced in the city newspaper (Beloit Call) and a report will be prepared. A minimum of 20 days from the date of publication is required before the hearing can be held.

APPLICATION FOR ZONING VARIANCE

1. Name of Applicant: _____
2. Address of Applicant: _____

3. Phone Numbers: Day: _____ Night: _____ Cell: _____
4. Name of Authorized Agent: _____
5. Address of Authorized Agent: _____
6. Relationship of applicant to property is that of: _____
(Owner, Tenant, Lessee, Other)
7. The variance requested is for property located at _____
and legally described as _____

in Beloit, KS; and which is presently **zoned as** _____.

Give legal description or metes and bounds description below or on attached sheet **if different than the legal description.**

- As the applicant herein, or the authorized agent, I acknowledge:
- a. That I have received an instruction sheet concerning the filing and hearing of this matter.
 - b. That I have been advised of the fee requirements established, and that the appropriate fee is herewith tendered.

Applicant signature

Authorized Agent signature

Received in the office of the City Clerk, on the _____ day of _____, 20____,
together with the appropriate fee of \$50.00.

Zoning Administrator or Planning Commission Secretary

REVIEW CRITERIA

1. Limitations on the use of the property due to physical, topographical and geologic features: _____

2. The grant of the variance will not grant any special privileges to the property owner: _____

3. The applicant can demonstrate that without a variance there can be no reasonable use of the property: _____

4. The grant of the variance is not based solely on economic reasons: _____

5. The necessity for the variance was not created by the property owner: _____

6. The variance requested is the minimum variance necessary to allow reasonable use of the property. __

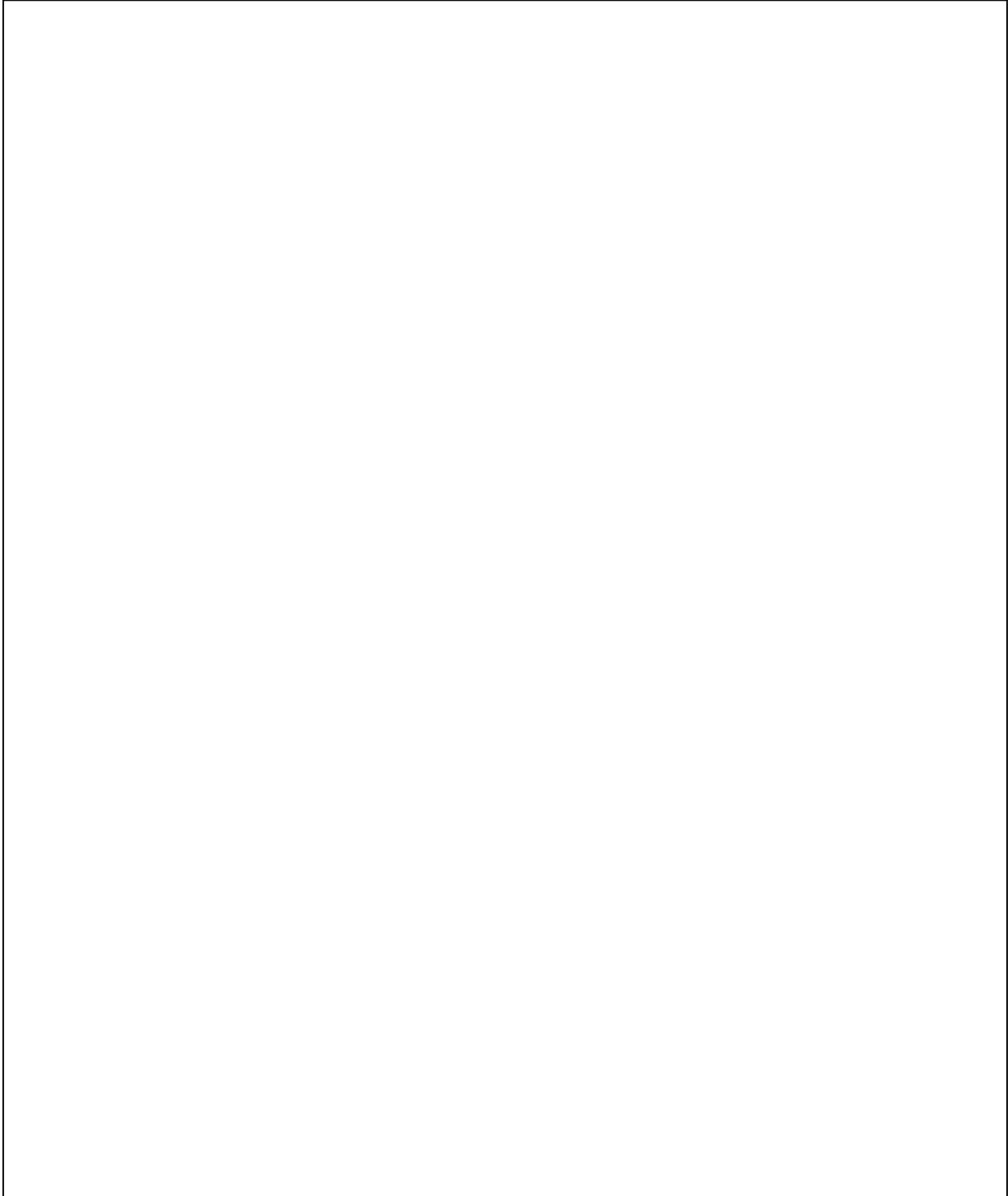
7. The grant of the variance will not be injurious to the public health, safety or welfare. _____

8. The property subject to the variance possesses one or more unique characteristics generally not applicable to similarly situated properties: _____

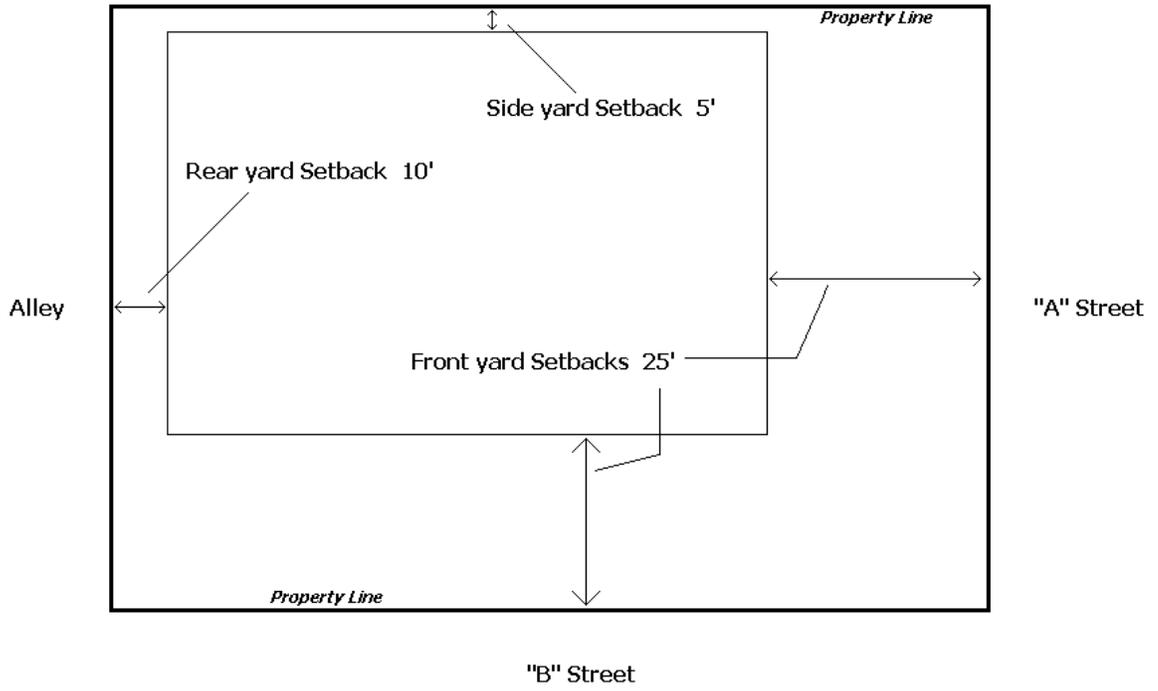
9. A request for a variance to reduce a set-back requirement will necessitate a property survey by a licensed engineer or certified land surveyor unless waived by the code official. _____

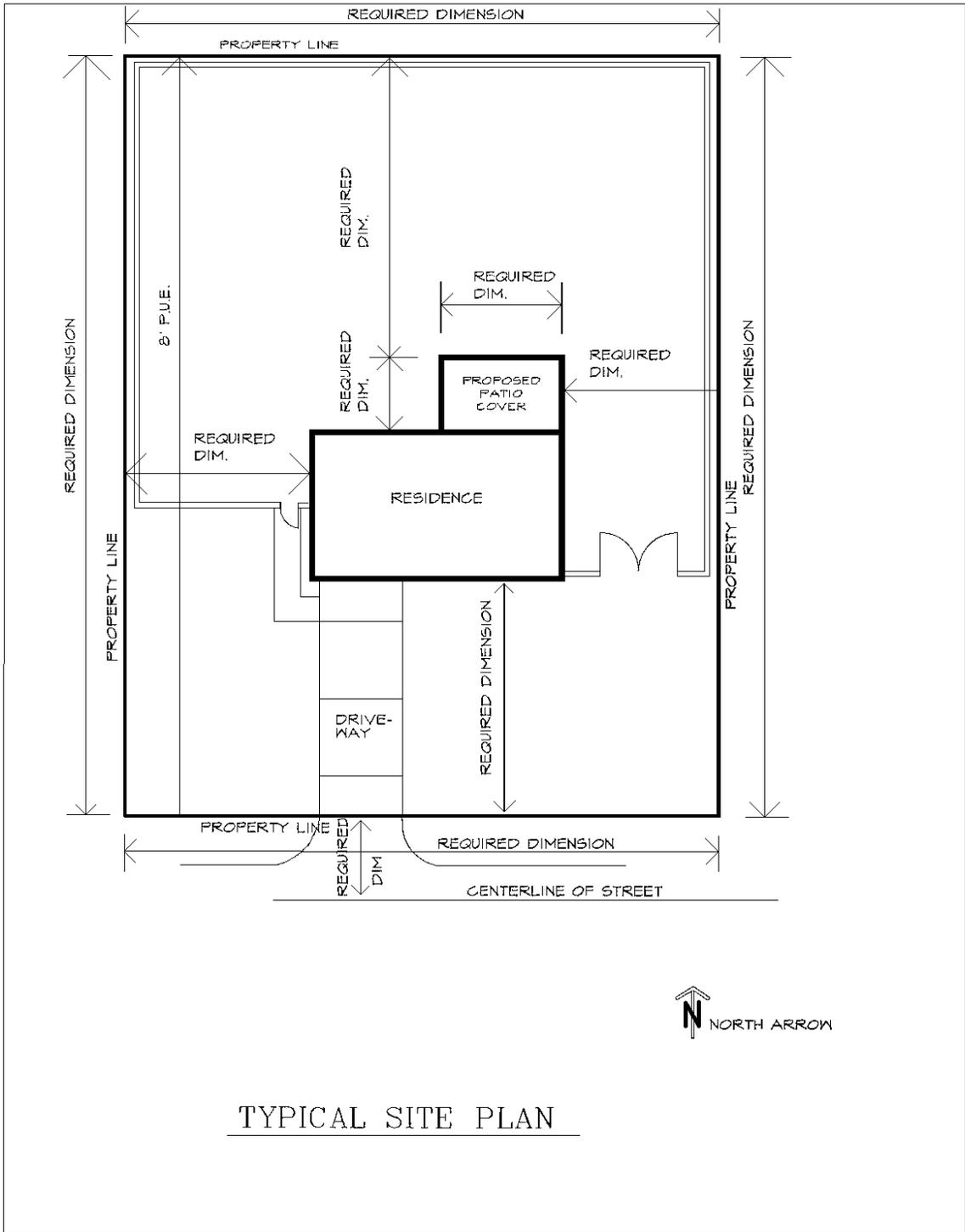
Drawing

Include the street and alley lines and names, dimensions of the rights-of-way, setback lines, lot lines, locations of existing structures, structure(s) to be added, dimensions of structure(s) to property lines and setbacks, a north arrow and any other information which will help explain the project.



Residential Property Setbacks Illustrated





TYPICAL SITE PLAN

Reminder of Elements Included in Application

- 1.** Application Form
- 2.** Justification conditions: fill in the blanks of items 1 thru 5. Your signature is your acknowledgement and understanding of all 9 items of the justification statement.
- 3.** Copy of the property deed
- 4.** List of names of property owners within 200 feet
- 5.** Description of the project
- 6.** Drawing
- 7.** Copy of Survey (if required)
- 8.** \$50.00 Fee