

CITY OF TONGANOXIE

CHANGE OF ZONE REQUEST AND PROCEDURES

The procedure for obtaining a rezoning ordinance is as set out in Section 26 of the Zoning Ordinance in effect for the City of Tonganoxie. A complete copy of the Zoning Ordinances may be viewed on the website at www.tonganoxie.org.

The enclosed application form must be filled out completely by the owner(s) of the property proposed to be rezoned, or by an authorized agent who must submit legal documentation of authorization. All signatures must be in ink and must be notarized.

A certified list of property owners, names and addresses, and CAMMA numbers for all of 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 proposed to be rezoned (excluding rights of way) must be provided by the applicant. Any error in this list of property owners will result in reapplication accompanied by a second application fee to be paid by the applicant and a new public hearing.

The documents needed to file this application include:

- Application and fee
- A copy of the current deed for the property and an electronic copy (Microsoft Word)
- A signed affidavit
- Site plan drawn to scale showing the dimensions of the property
- The existing streets and utilities serving the area
- New proposed streets and/or utilities
- Any improvements proposed,
- Surrounding property owners list
- Four (4) folded copies of all plans
- One (1) reduced copy (11"x17") of all plans
- One (1) electronic copy of all plans (PDF)

The application is to be filed in the office of the City Clerk, together with the filing fee, as set out by the Tonganoxie Application Fee Schedule. The application must be filed according to the Application and Review schedule adopted by the Planning Commission.

After the conclusion of the public hearing, fourteen days must elapse before the application may be placed before the Tonganoxie City Council. This is the time allowed for the filing of a protest petition. If the Tonganoxie City Council disagrees with the recommendation made by the Planning Commission, the application must then go again before the Planning Commission for further study and review. If the application is approved by the City Council, an ordinance is passed to rezone the property. Please note, however, that this process is not complete until the ordinance has been officially published.



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ZONE CHANGE APPLICATION

Date Received: _____

Fee Paid: _____

Received By: _____

REQUESTED REZONING FROM: _____ TO: _____
PRESENT ZONING DISTRICT PROPOSED ZONING DISTRICT

SITE ADDRESS OR PROPERTY LOCATION _____

SIZE OF SITE (ACRE/SQUARE FEET) _____

ASSESSOR'S TAX PARCEL NUMBER _____

APPLICANT: _____

MAILING ADDRESS: _____

PHONE NUMBER : _____ (daytime) _____ (cell) _____ (fax)

EMAIL ADDRESS: _____

LANDOWNER OF RECORD (If different than applicant): _____

ADDRESS: _____

PHONE NUMBER : _____ (daytime) _____ (cell) _____ (fax)

EMAIL
ADDRESS: _____

AGENT or ARCHITECT/ENGINEER /LAND PLANNER: _____

BUSINESS ADDRESS: _____

PHONE NUMBER : _____ (daytime) _____ (cell) _____ (fax)

EMAIL ADDRESS: _____

Required materials needed to file this application:

- Application and fee
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In accordance with Section 27-011 of the City of Tonganoxie Zoning Ordinance, please describe how the requested application is consistent with the following considerations for approving or disapproving a rezoning application:

Briefly describe the present use and character of this property and the surrounding neighborhood.

Briefly describe the compatibility with the zoning and uses of properties nearby. _____

Briefly describe the suitability of this property for uses to which it has been restricted. _____

Briefly describe the extent to which the removal the restrictions will detrimentally affect nearby property.

Briefly describe the length of time the subject property has remained vacant as zoned: _____

Briefly describe why you feel that the proposed change is suitable for this property and is the best use of this land: _____

Briefly describe the adequacy of public utilities and infrastructure: _____

Briefly describe how the requested change is in conformance to the adopted or recognized comprehensive plan of Tonganoxie KS _____

Signatures of owner(s):

Print Name

Signatures of owner(s):

Print Name

OWNERSHIP AFFIDAVIT

City of Tonganoxie
County of Leavenworth
State of Kansas

We, _____ and _____ being duly sworn depose and say that we are the owners of said property involved in this petition and the foregoing signatures.

Statements and answers herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.

Signed and entered this _____ day of _____, 20_____.

_____	_____	_____
Print Name	Address	Phone No.

Signature

_____	_____	_____
Print Name	Address	Phone No.

Signature

Subscribed and sworn to before me on this _____ day of _____, _____.

Notary Public Signature

Notary Public Print Name

My commission expires:
