



JUNCTION CITY/MILFORD/GEARY COUNTY

Instructions for Conditional Use Permit (City)

1. All applicants requesting a **Conditional Use Permit** should **consult** the **Zoning Administrator** prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his rights and responsibilities in the filing of the application.
 2. The applicant must complete the attached application form. Applications must be received by the **calendar deadline date** to be on the next agenda for the **Board of Zoning Appeals**.
 3. A list of the names and mailing addresses will be requested by the Planning Department from the Assessor's Office of all property owners within a distance of:
 - A. two hundred (200) feet of the boundaries of the property included within the application for land within the City of Junction City.
 - B. one thousand (1,000) feet of the boundaries of the property included in the application for land in the unincorporated portion of Geary County.
- As required by Kansas Statute, these property owners will be mailed a Property Owner Notification letter advising them of the request for a Conditional Use Permit and the Board of Zoning Appeals meeting date.
4. The applicant shall submit a **statement**, in writing, as to why the requested conditional use *will not* cause substantial injury to the value or use of other property in the neighborhood and under which section of the Zoning Regulations the conditional use permit is requested.
 5. The applicant shall prepare a detailed **site plan**, showing all existing and proposed structures, property lines with dimensions, parking spaces, points of ingress and egress, driveways and any other information which would be helpful to the Board in consideration of the application.
 6. The applicant shall provide a copy of a paid receipt or statement from the Geary County Treasurer showing **property taxes paid in full for the property in question**.
 7. The property owner or his duly authorized agent must sign the application.
 8. The above-listed documents together with the required **fee of \$100.00** for a conditional use permit application shall be submitted to the office of the Zoning Administrator.
 9. The **Board of Zoning Appeals decision is final**. Applicant has the **right to appeal** the decision to the District Court within 30 days of the Board's final decision as set out by KSA 12-759(f).