



# Conditional Use Permit Application

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

ADDRESS OR VICINITY \_\_\_\_\_

PURPOSE FOR CONDITIONAL USE PERMIT \_\_\_\_\_

PRESENT ZONING \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

REAL ESTATE PARCEL NUMBER \_\_\_\_\_ PROPERTY SIZE \_\_\_\_\_

**APPLICATION FEE - \$600.00**

### APPLICANT

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### OWNER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### ARCHITECT/ENGINEER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT (printed name) \_\_\_\_\_

**OFFICE USE ONLY**

FILE CODE \_\_\_\_\_ FEE RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING COMMISSION MEETING DATE \_\_\_\_\_ DECISION (circle) Approve or Deny

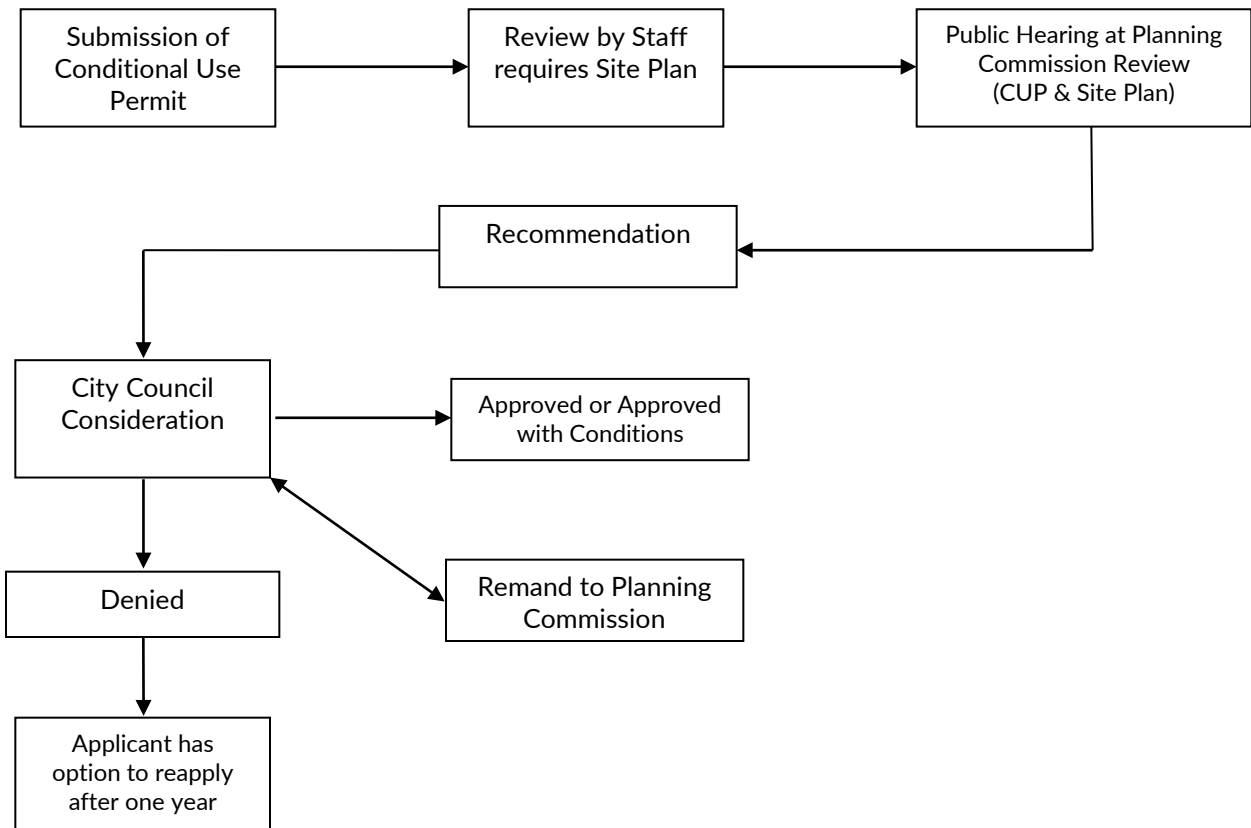
CITY COUNCIL MEETING DATE \_\_\_\_\_ DECISION (circle) Approve or Deny

*Please refer to the back side of this application for permit submittal information.*

**CONDITIONAL USE PERMIT SUBMITTAL INFORMATION**

**Minimum time to complete review process = 60 days**

- 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 (20) prior to the hearing, the Zoning Administrator shall mail to all parties described, a copy of the published notice of the hearing.
- B. **Neighborhood Meetings.** A pre-application meeting between the applicant and City Staff is required. This meeting will determine if a neighborhood meeting, between the applicant and owners of residential properties in close proximity to project, is necessary.
- C. **Site Plan Application.** A Site Plan application must be submitted with every new Conditional use permit application.
- D. **Submission of Application.** Complete submission of application, including signature by applicant on all documents, is required prior to scheduling on Planning Commission Agenda.





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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**

# 2018/2019

## 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 (if applicable)	CITY COUNCIL Meeting/Hearing to Consider Application
<b>1/4/18</b>	11/20/17	12/5/17	12/15/17	1/25/18
<b>2/1/18</b>	12/18/17	1/2/18	1/12/18	2/22/18
<b>3/1/18</b>	1/15/18	1/30/18	2/9/18	3/22/18
<b>4/5/18</b>	2/19/18	3/6/18	3/16/18	4/26/18
<b>5/3/18</b>	3/19/18	4/3/18	4/13/18	5/24/18
<b>6/7/18</b>	4/23/18	5/8/18	5/18/18	6/28/18
<b>7/5/18</b>	5/21/18	6/5/18	6/15/18	7/26/18
<b>8/2/18</b>	6/18/18	7/3/18	7/13/18	8/23/18
<b>9/6/18</b>	7/23/18	8/7/18	8/17/18	9/27/18
<b>10/4/18</b>	8/20/18	9/4/18	9/14/18	10/25/18
<b>11/1/18</b>	9/17/18	10/2/18	10/12/18	<b>11/22/18 **</b>
<b>12/6/18</b>	10/22/18	11/6/18	11/16/18	12/27/18
<b>1/3/19</b>	11/19/18	12/4/18	12/14/18	1/24/19
<b>2/7/19</b>	12/24/18	1/8/19	1/18/19	2/28/19
<b>3/7/19</b>	1/21/19	2/5/19	2/15/19	3/28/19
<b>4/4/19</b>	2/18/19	3/5/19	3/15/19	4/25/19
<b>5/2/19</b>	3/18/19	4/2/19	4/12/19	5/23/19
<b>6/6/19</b>	4/22/19	5/7/19	5/17/19	6/27/19
<b>7/4/19 *</b>	5/20/19 *	6/4/19	6/14/19	7/25/19
<b>8/1/19</b>	6/17/19	7/2/19	7/12/19	8/22/19
<b>9/5/19</b>	7/22/19	8/6/19	8/16/19	9/26/19
<b>10/3/19</b>	8/19/19	9/3/19	9/13/19	10/24/19
<b>11/7/19</b>	9/10/19	10/8/19	10/18/19	<b>11/28/19 **</b>
<b>12/5/19</b>	10/21/19	11/5/19	11/15/19	12/26/19

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 the Spring Hill Community Center @ 7:00 p.m., located at 613 S. Race St., Spring Hill, KS 66083.

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