



City of Spring Hill, KS | Community Development | 401 N. Madison | Phone: (913) 592-3657 | planning@springhillks.gov

Rezoning

An application for rezoning action may be made by the owner of land or authorized agent. Local, state, and federal regulations, as well as numerous court case rulings, provide the rules of procedure for these applications.

Application

Application forms are available at City Hall or www.springhillks.gov and must be submitted along with all required documents to the Community Development Department at least 30 days prior to a scheduled hearing.

The application must include the following:

- Completed and signed application
- Concept plan
- Proof of adequate public facilities
- Certified list of neighboring property owners
- Nonrefundable fee based on property size and desired zoning district - Residential: \$350-\$750 | Commercial or Industrial: \$700-\$1,100

Concept Plan

A concept plan detailing the proposed use of the property, including location of buildings, parking lots, amenities, etc. must be provided. This plan may be required to be developed by a licensed architect or engineer.

Certified Ownership List

Prepared by a title company, the list must identify owners of land within 200 feet of the proposed use or 1,000 feet if adjacent to the city limits.

Public Hearing and Publication

Upon receiving a completed application, the Community Development Director will establish a date for a public hearing before the Planning Commission. The hearing date must be at least 20 days after publication in the official city newspaper. All owners identified on the ownership list will be notified of the hearing date.

Report of Community Development Director

The Community Development Director will prepare a staff report that reviews the proposed use with respect

to the zoning code, comprehensive plan, and other required criteria. This report will be provided to the Planning Commission.

Posting of Sign

The City will provide a sign indicating the rezoning action, which is to be placed on the property by the owner not less than 15 days prior to the public hearing.

Planning Commission Action

The Planning Commission will hold a public hearing and forward a recommendation of action to the Governing Body. The recommendation may be to approve, deny, or continue to a later date.

Protest Petition

Following the public hearing, a 14-day protest period begins. Valid protest petitions may be submitted by those identified by the certified ownership list. City staff, including the Community Development Director, City Engineer, and City Attorney must validate the protest petition as provided in Section 17.364.I of the City Code.

Action by the Governing Body

After a 14-day protest period, the Governing Body will take one of the following actions:

- Adopt recommendation of the Planning Commission by ordinance
- Override the recommendation of the Planning Commission with 2/3 vote
- Return the recommendation to the Planning Commission for further review
- Deny
- Continuance

If a valid protest petition is filed in opposition to the proposed use, a 3/4 vote of the Governing Body is required to approve the application.

Traffic Study

Applications that could substantially change traffic patterns may require the applicant to provide a traffic study prepared by a professional traffic engineer.