

# ADMINISTRATIVE INTERPRETATION

## INSTRUCTIONS FOR FILING AN APPLICATION

The Zoning Administrator is authorized to make written interpretations of the text of Wichita-Sedgwick County Unified Zoning Code (UZC) as well as the provisions of approved Community Unit Plans (CUPs), Planned Unit Developments (PUDs), and Protective Overlays (POs). Interpretations typically arise from situations where particular UZC, CUP, PUD, or PO provisions are ambiguous or undefined regarding a specific situation. In such situations, the Zoning Administrator will interpret the provisions and issue an order, requirement, decision, or determination. In making the interpretation, the Zoning Administrator will evaluate the specific situation in light of the context or intent of the UZC, CUP, PUD, PO, the Official Zoning Map, the Comprehensive Plan, and any other relevant documents.

1. All applicants desiring an Administrative Interpretation should consult with the Metropolitan Area Planning Department (MAPD) prior to submitting a formal application. The purpose of the consultation is to advise the applicant of the rights and responsibilities in submitting such an application.
2. The applicant shall submit a completed application form for an Administrative Interpretation. The application form must be signed by the applicant(s) and by any authorized agent(s) of such applicant.
3. The applicant shall submit a written statement outlining in detail the applicant's specific situation and the particular UZC, CUP, PUD, or PO provisions that are ambiguous or undefined as it pertains to applicant's specific situation.
4. If determined necessary during the pre-application consultation, the applicant shall submit an accurate site plan. The site plan shall be drawn to scale and show the location of property lines and buildings, parking areas, driveways and other improvements or facilities associated with the application. One (1) 8.5" x 11" or 11" x 17" copy of the site plan shall be submitted. Other plans, drawings or information which the MAPD deems necessary to enable proper consideration of the application may be required.
5. The applicant shall submit the required \$125 filing fee. All checks shall be payable to the "City of Wichita", which acts as agent for the MAPD.
6. All application materials and the filing fee are submitted at the MAPD, which is located on the 2<sup>nd</sup> floor of The Ronald Reagan Building, 271 W. 3<sup>rd</sup> Street and is open from 8 a.m. to 5 p.m. Monday thru Friday, excluding holidays. Applications should be submitted no later than 4 p.m. to allow time for application review and processing prior to the close of business. Incomplete applications will not be accepted. Questions regarding the application process may be directed to the MAPD at (316) 268-4421.
7. Within ten days after the application has been submitted, the Zoning Administrator will issue a written interpretation. The interpretation will be provided to the applicant and filed in the official record of interpretations.
8. If an applicant believes the administrative interpretation is in error, an Appeal of Administrative Interpretation application can be filed. The Appeal must be filed no later than 30 days after the date the Administrative Interpretation was issued.

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## CHECKLIST OF REQUIRED APPLICATION MATERIALS

- Application form
- Statement outlining the applicant's specific situation and the provisions that are ambiguous or undefined
- Site plan ( if not applicable)
- Other plans, drawings, or information required at pre-application consultation ( if not applicable)
- Filing fee

Note: When applying, please have yourself or your representative present during the processing of the application in case planners have questions or to correct possible errors on the application.

APPLICATION FOR ADMINISTRATIVE INTERPRETATION

Wichita-Sedgwick County  
Metropolitan Area Planning Department

CASE NO. \_\_\_\_\_

FILED \_\_\_\_\_

SECTION I

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

AGENT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SECTION II

- a. The application area is legally described as Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_  
\_\_\_\_\_ Addition, (Wichita)  
Sedgwick County, KS. A metes and bounds description may be attached.
- b. The application area contains \_\_\_\_\_ acres.
- c. This property is located at (address) \_\_\_\_\_ which is  
generally located at (relation to nearest streets)  
\_\_\_\_\_
- d. We file this application for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e. County control number: \_\_\_\_\_

SECTION III

By his/her signature, the applicant and his/her authorized agent, hereby acknowledge:

- a. That the applicant and agent have received an instruction sheet concerning the filing of this matter;
- b. That the applicant and agent have been advised of the fee requirements established by Governing Body and that the appropriate fee is herewith tendered;
- c. That all documents attached hereto are complete and accurate.

Applicant: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_