

CHANGE OF ZONING CLASSIFICATION

WICHITA-SEDGWICK COUNTY METROPOLITAN AREA PLANNING DEPARTMENT

INSTRUCTIONS FOR FILING AN APPLICATION

The Unified Zoning Code (UZC) lists specific uses that are permitted for each zoning district. If the intended use of a property is not permitted by the property's current zoning classification, the applicant may request a change of zoning classification for the property. The development proposed by a change of zoning classification should be consistent with the purposes of the Unified Zoning Code and the Comprehensive Plan. The development also should be appropriate to the neighborhood and conditions and safeguards should be provided to ensure that the development will minimize any diminution in value of surrounding property and to ensure the proposed development can be adequately served by public facilities. To provide information on the capacity of streets and other facilities serving a property, the Planning Director may require the applicant to conduct a traffic impact study or other infrastructure capacity analyses to provide information on the development's expected impact on existing or planned facilities. Other plans, drawings or information that are deemed necessary to enable proper consideration of the request also may be required. Failure to provide required information in a timely manner may result in deferral of the case and a deferral fee as outlined in Section 10 below.

1. All applicants desiring to submit a request for change of zoning classification should consult with the Metropolitan Area Planning Department (MAPD) prior to submitting a formal application. The purpose of the consultation is to determine the appropriate zoning classification for the proposed use and to advise the applicant of the rights and responsibilities of submitting such an application.
2. A change of zoning classification is referred to the Metropolitan Area Planning Commission (MAPC) for a public hearing. The MAPC may recommend approval, approval with conditions or modifications, or denial of the request. The MAPC typically meets twice a month on Thursdays in the 2nd Floor Conference Room at The Ronald Reagan Building, 271 W. 3rd Street. Refer to the MAPC calendar of public hearing dates to determine the application deadline by which an application must be submitted to be heard on a specific date. It is the policy of the MAPC to consider no more than nine (9) new applications at any regular meeting; therefore, processing of an application may be delayed if too many new applications are received for a specific public hearing date.
3. If the subject property is within the "Area of Influence" of a small city, the application may be scheduled for consideration by the small city Planning Commission. Applicants may contact a small city for a schedule of that city's Planning Commission hearing dates.
4. The application may be scheduled for consideration by the District Advisory Board (DAB) for the City Council district in which the property is located or the Citizen Advisory Board for the County Commission district in which the property is located. The applicant will be notified approximately three weeks after submitting the application of the date and time of the DAB/CAB meeting, if the request is to be considered by the DAB/CAB.
5. The MAPC, small city, and DAB/CAB action on a change of zoning classification request is a recommendation that is forwarded to the Governing Body for final action. The Governing Body typically considers change of zoning classification requests one month after the MAPC public hearing.
6. The applicant shall submit a completed application form for a change of zoning classification request. The application must be signed by all property owners and by the authorized agent(s) of such owner(s).
7. An application for approval of a change of zoning classification shall be accompanied by a current ownership list certified by a title company containing a legal description of the area in the application as well as the name and mailing address of the owner, and shall include the names and mailing addresses (with zip codes) of all property owners within the following prescribed distance measured from the perimeter of the application area:

For applications within unincorporated Sedgwick County: 1,000 feet

For applications within the City of Wichita, the notification distance is based on the size of the property as follows:

| | |
|-----------------------------|-----------|
| Up to and including 1 acre: | 200 feet |
| Over 1 acre to 6 acres: | 350 feet |
| Over 6 acres to 15 acres: | 500 feet |
| Over 15 acres to 25 acres: | 750 feet |
| Over 25 acres: | 1000 feet |

8. In accordance with local policy, the applicant shall post one or more development application signs on the application site for at least 13 days immediately prior to the scheduled public hearing of the application request. Signs shall be purchased from the MAPD when the application is filed. The fee for each sign is \$5, and one sign is required for each street frontage.
9. An application for change of zoning classification shall be accompanied by the appropriate filing fee. The fee is based on the zoning district being requested and the size of the application area and is determined as follows;

| | |
|-----------------------------------|--------------------------------|
| RR, SF-20, SF-10, SF-5, TF-3 | \$600 + \$30/Acre + sign fee |
| MF-18, MF-29 B, MH, U, NO, GO, NR | \$900 + \$30/Acre + sign fee |
| LC, GC, CBD, OW, IP, LI, GI, AFB | \$1,200 + \$30/Acre + sign fee |

All checks should be payable to the "City of Wichita", which acts as agent for the MAPD.

10. Request for a deferral of the hearing of any change of zoning classification shall be submitted to the MAPD at least 7 days prior to the scheduled hearing date. To cover the cost of preparing and mailing new notices, persons requesting a deferral will be charged a fee as follows:

| | |
|----------|-------|
| Deferral | \$150 |
|----------|-------|

11. All application materials and the filing fee are submitted at the MAPD, which is located on the 2nd floor of The Ronald Reagan Building, 271 W. 3rd 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. Refer to the MAPC calendar of public hearing dates to determine the application deadline by which a change of zoning classification application must be submitted to be heard on a specific date. Questions regarding the application process may be directed to the MAPD at (316) 268-4421.

CHANGE OF ZONING CLASSIFICATION CHECKLIST OF REQUIRED APPLICATION MATERIALS

- Application form
- Other plans, drawings, or information required at pre-application consultation (if not applicable)
- Certified ownership list (original document and electronic copy)
- 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

This form MUST be completed and filed at the Planning Department located on the 2nd floor of The Ronald Reagan Building, 271 W. 3rd Street, Wichita, KS, 67202 in accordance with directions on the accompanying instruction sheet. AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED. Check the appropriate box for type of application being submitted. A separate application form and filing fee is required for each application. A pre-application conference with the planning staff is recommended before filing this application.

SECTION I

This property is located within: Wichita Sedgwick County (unincorporated)

Metropolitan Area Planning Commission:

- Zone Change: From zoning district: _____ to _____
- Planned Unit Development: Approval Amendment to PUD _____ Adjustment to PUD _____
- Community Unit Plan: Approval Amendment to CUP _____ Adjustment to CUP _____
- Protective Overlay: Approval Amendment to PO _____ Adjustment to PO _____
- Conditional Use: To allow: _____ zone district: _____
 Adjustment to CU/CON#: _____
- Vacation of: _____ zone district: _____
(Use a separate sheet for legal description, if necessary)
- Administrative Permit: To allow: _____-foot high wireless communication facility. zone district: _____
- Off-Site Billboard Sign within _____ feet of a residential lot/structure. zone district: _____

Board of Zoning Appeals:

- Variance: To allow: _____ zone district: _____
- Appeal of: _____ zone district: _____
- Zoning Adjustment: To allow: _____ zone district: _____
- Sign Code Adjustment: To allow: _____ zone district: _____

SECTION II

1. The application area is legally described as Lot(s) _____; Block(s) _____, _____ Addition, (Wichita) Sedgwick County, KS. If appropriate, a metes and bounds description may be attached.
2. The application area contains _____ acres.
3. This property is located at (address) _____ which is generally located at (relation to nearest streets) _____
4. We are filing this request for the following reasons: _____
5. County control number: _____

6. The names of the owners of all property included in this application MUST be listed as applicants. Contract purchasers, lessees or others directly associated with the property may also be listed if they desire to be advised of the proceedings. (Use a separate sheet for additional applicants if needed.)

A. Applicant _____ Phone _____
 Address _____ Zip Code _____
 Email Address _____

Agent _____ Phone _____
 Address _____ Zip Code _____
 Email Address _____

B. Applicant _____ Phone _____
 Address _____ Zip Code _____
 Email Address _____

Agent _____ Phone _____
 Address _____ Zip Code _____
 Email Address _____

C. Applicant _____ Phone _____
 Address _____ Zip Code _____
 Email Address _____

Agent _____ Phone _____
 Address _____ Zip Code _____
 Email Address _____

7. We acknowledge receipt of the instruction sheet explaining the method of submitting this application. We realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor's certificate as required in the instruction sheet; and is accompanied by the appropriate fee. We further certify that the foregoing information is true and correct to the best of our knowledge. We authorize unannounced inspections of the subject property by City and/or County staff for the purpose of collecting information to review and analyze this request. We acknowledge that the MAPC, Governing Body, or Board of Zoning Appeals shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.

_____ By _____
 Applicant's signature Authorized Agent (if any)

_____ By _____
 Applicant's signature Authorized Agent (if any)

_____ By _____
 Applicant's signature Authorized Agent (if any)

The Petition must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his own name and attach the owner's written notarized authorization to this application.

FOR OFFICE USE ONLY

Map _____ Zoning (N) _____ (S) _____ (E) _____ (W) _____ MAPC/BZA _____ Township _____
 Council/Commission District _____ DAB _____ Sm. City PC _____
 NA/HOA _____
 Date _____ Fee _____ Received By _____

Required Documents:

- Ownership List BZA Justification Legal Description Vacation Petition Site Plan Signs

**WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION
and BOARD OF ZONING APPEALS
2019 CALENDAR**

The Ronald Reagan Building, 271 West 3rd Street, Second Floor, Ste. 203, Wichita, Kansas

| CLOSING DATE (Submit by 4:00 p.m.) | NOTICE TO OFFICAL NEWSPAPER (Due by 9:00 a.m.) | ADVERTISING DATE (No Later Than) | MAPC/BZA HEARING DATE (Thursday 1:30 p.m.) |
|---|---|---|---|
| December 3, 2018 | December 17, 2018 | December 20, 2018 | January 10, 2019 |
| December 17, 2018 | December 31, 2018 | January 3, 2019 | January 24, 2019 |
| December 28, 2018 (Friday) | January 14, 2019 | January 17, 2019 | February 7, 2019 |
| January 14, 2019 | January 28, 2019 | January 31, 2019 | February 21, 2019 |
| January 28, 2019 | February 11, 2019 | February 14, 2019 | March 7, 2019 |
| February 11, 2019 | February 25, 2019 | February 28, 2019 | March 21, 2019 |
| February 25, 2019 | March 11, 2019 | March 14, 2019 | April 4, 2019 |
| March 11, 2019 | March 25, 2019 | March 28, 2019 | April 18, 2019 |
| April 1, 2019 | April 15, 2019 | April 18, 2019 | May 9, 2019 |
| April 15, 2019 | April 29, 2019 | May 2, 2019 | May 23, 2019 |
| April 29, 2019 | May 13, 2019 | May 16, 2019 | June 6, 2019 |
| May 13, 2019 | May 24, 2019 (Friday) | May 30, 2018 | June 20, 2019 |
| June 3, 2019 | June 17, 2019 | June 20, 2019 | July 11, 2019 |
| June 17, 2019 | June 28, 2019 (Friday) | July 4, 2019 | July 25, 2019 |
| July 1, 2019 | July 15, 2019 | July 18, 2019 | August 8, 2019 |
| July 15, 2019 | July 29, 2019 | August 1, 2019 | August 22, 2019 |
| July 29, 2019 | August 12, 2019 | August 15, 2019 | September 5, 2019 |
| August 12, 2019 | August 26, 2019 | August 29, 2019 | September 19, 2019 |
| August 30, 2019 (Friday) | September 16, 2019 | September 19, 2019 | October 10, 2019 |
| September 16, 2019 | September 30, 2019 | October 3, 2019 | October 24, 2019 |
| September 30, 2019 | October 14, 2019 | October 17, 2019 | November 7, 2019 |
| October 14, 2019 | October 28, 2019 | October 31, 2019 | November 21, 2019 |
| October 28, 2019 | November 8, 2019 (Friday) | November 14, 2019 | December 5, 2019 |
| November 8, 2019 (Friday) | November 22, 2019 (Friday) | November 28, 2019 | December 19, 2019 |
| December 2, 2019 | December 16, 2019 | December 19, 2019 | January 9, 2020 |
| December 16, 2019 | December 30, 2019 | January 2, 2020 | January 23, 2020 |

The MAPC and the BZA meet at 1:30 p.m. on the dates indicated above. If you have questions contact the Metropolitan Area Planning Department at (316) 268-4421.