

Staff Use Only
SUP - _____
PC Date: _____
CC Date: _____
Date Rec'd: _____
Rec'd by: _____

SPECIAL USE PERMIT (SUP) APPLICATION

Date: _____

Subject Property Address: _____

Project Name (if applicable): _____

Applicant Name: _____ Phone: _____

Address: _____

E-mail (required): _____

Record Property Owner: _____ Phone: _____

Parcel No.: _____ Quarter Section: _____ Section/Township/Range: _____

Legal Description of the Tract: _____

Tract Acreage: _____ General Location/Cross-streets: _____

Zoning: _____ Present Use: _____ Requested Use: _____

I hereby certify that the information herein submitted is complete, true, and accurate. That I have been reviewed the development procedures and guidelines required, and I hereby grant the City permission to post a public notice sign on the subject property.

Applicant Signature: _____ Date: _____

Applicant Name (**Printed**): _____

Does Applicant have Permission from the Owner(s) to Apply for an SUP and Authorize Permission to Post?

Yes ____ No ____

If Requested, Can the Applicant Provide a Letter of Consent from the Owner(s)?

Yes ____ No ____

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Special Use Permit (SUP) Application Process

A pre-application meeting with the City Planner is required prior to application submittal. Call or email to set an appointment -- 913-667-1708 or rcline@bonnersprings.org

Applicants are encouraged to communicate with all adjacent property owners prior to beginning the special use permit process.

Submittal Requirements

_____ Completed and signed application – Signature of applicant and property owner’s consent are required

_____ Eight (8) 11” x 17” copies of a scaled site plan or survey of the area for a special use permit

Site plan must be:

- drawn to scale,
- contain the legal description, and
- indicate buildings, parking, north arrow, etc.

_____ Check for \$300.00 – made payable to the City of Bonner Springs for application fee

_____ PDF copy of all drawings must be emailed to the City Planner

Additional fees

City staff generates a list of property owners within the 200’ radius of the exterior of the subject property and creates and mails notification of a public hearing for a Special Use Permit application.

- *Applicants will be billed \$12 for each unique property owner on the 200’ mailing list.*

City staff submits the required notification to the City newspaper for publication not less than 20 days prior to the public hearing.

- *Applicants will be billed for the publishing costs.*

City staff will prepare and post a Notice of Public Hearing sign.

- *Applicants will be billed \$25 for the first sign and \$10 for each additional sign, if applicable.*

Meetings

The Planning Commission holds a public meeting and votes to recommend approval or denial of the application.

- *Planning Commission meetings are typically on the third (3rd) Tuesday of each month at 7:00 PM*

The Governing Body will review the application for consideration and action at a regular City Council meeting.

- *The City Council typically meets on the second (2nd) and fourth (4th) Monday of each month at 7:30 PM.*

Reference

Lists of all Special Uses are located in the Zoning Ordinance Appendix A or Appendix B

Additional information on Special Uses is located in the Zoning Ordinance Article XXVII

https://www.bonnersprings.org/DocumentCenter/View/92/zoning_ordinance?bidId=

Questions? -- Contact the City Planner at 913-667-1708 or rclyne@bonnersprings.org

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FEES

Application Fee: \$300	\$ _____
Notification: _____ x \$12 =	\$ _____
Publication:	\$ _____
Sign (first): \$25	\$ _____
Add'l Signs _____ x \$10 =	\$ _____

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Total Due: \$ _____

Invoice Date: _____
Payment Rec'd Date: _____
Check #: _____
Receipt #: _____
