CITY OF BONNER SPRINGS, KS  
Community and Economic Development Department

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 rclyne@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 = $_______

Total Due: $_______