

CITY OF BONNER SPRINGS, KS  
Community and Economic Development Department

Staff Use Only  
SUP - 03-21  
PC Date: July 20, 2021  
CC Date: Aug 9, 2021  
Date Rec'd: May 14  
Rec'd by: MJZ

SPECIAL USE PERMIT (SUP) APPLICATION

Date: 14 MAY 2021

Subject Property Address: N.E. Corner of Neconi & Insley 143 W. Insley

Project Name (if applicable): Jerry Lee Jarrett<sup>Life</sup> Community Center

Applicant Name: Melva Jarrett Phone: \_\_\_\_\_

Address: 246 Springdale BSKs 66012

E-mail (required): Unspokentruthjj@att.net Cell-913-4495265

Record Property Owner: Christ First Ministries Phone: 913-441-3181

Parcel No.: 188580 Quarter Section: \_\_\_\_\_ Section/Township/Range: B9 L11 & L12

Legal Description of the Tract: \_\_\_\_\_

Tract Acreage: .287 General Location/Cross-streets: Neconi & Insley

Zoning: R1A Present Use: Vacant Requested Use: Food Pantry

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: Melva J. Jarrett Date: MAY 15-2021

Applicant Name (Printed): Melva J. Jarrett

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 \_\_\_\_\_

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

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 (3<sup>rd</sup>) 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 (2<sup>nd</sup>) and fourth (4<sup>th</sup>) 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.bonnerrsprings.org/DocumentCenter/View/92/zoning\\_ordinance?bidId=](https://www.bonnerrsprings.org/DocumentCenter/View/92/zoning_ordinance?bidId=)

Questions? -- Contact the City Planner at 913-667-1708

**FEES**

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

**Total Due: \$ \_\_\_\_\_.**

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