

**BOARD OF ZONING APPEALS
APPLICATION FOR APPEALS**

INSTRUCTIONS TO APPLICANT

1. The applicant must complete the attached application form. All blanks should be filled in and any not applicable should be completed with N/A. All applications must be signed by the owner or his duly authorized agent.
2. The applicant shall submit a statement, in writing, justifying the appeal requested, indicating specifically the enforcement provisions of the Zoning Regulations from which the appeal is requested, and outlining, in detail, a clear and accurate description of the proposed use, work or action in which the appeal is involved, and a statement justifying the appellant's position. The applicant's statement shall be submitted at least 25 days prior to the next Board of Zoning Appeals meeting.
3. The applicant must submit a detailed plot plan, drawn to scale, showing the lot or lots included in the application, the structures existing thereon, and the structures contemplated, necessitating the appeal requested. All appropriate dimensions should be included and any other information that would be helpful to the Board of Zoning Appeals, in consideration of this application.
4. The above-listed documents, together with the fee of \$20.00, shall be submitted to the Planning, Inspection, and Enforcement Division, 1002 Vine St., Hays, KS.
5. **The applicant must be present at the time of the public hearing or the application will be continued until the next meeting.**
6. If this form is obtained online, please contact the Planning, Inspection, and Enforcement Division at 785-628-7310.

APPLICATION FOR APPEAL

I. Name of Applicant _____

Mailing Address _____ Phone _____

Name of Authorized Agent _____

Mailing Address _____ Phone _____

Relationship of applicant to property is that of _____
(Owner, tenant, lessee, other)

II. The application requests an appeal of Section _____ of the City of
Hays Zoning Regulations, _____

_____ of the City of Hays Zoning Regulations,

on property located at _____ and legally described as:

in the City of Hays and which is presently zoned _____.

Give metes and bounds description below or on attached sheet:

III. The applicant herein, or his authorized agent acknowledges:

A. That he/she has received an instruction sheet concerning the filing and hearing of this matter.

B. That he/she has been advised of the fee requirements established; and that the appropriate fee is herewith tendered.

C. That he/she has been advised of his/her right to appeal the decision of the Board of District Court.

APPLICANT

AUTHORIZED AGENT (IF ANY)

OFFICE USE ONLY:

RECEIVED IN THE PLANNING, INSPECTION, ENFORCEMENT DIVISION

_____, 20____, TOGETHER WITH THE APPROPRIATE FEE OF \$ _____.

NAME AND TITLE