

HAYS AREA BOARD OF ZONING APPEALS

APPLICATION FOR EXCEPTIONS

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 special use permit applied for, and indicate under which section of the Zoning Regulations the Board of Zoning Appeals is believed to have jurisdiction.
3. The applicant shall prepare and submit, at the time of filing the application, a detailed plot plan, drawn to scale, showing all existing and proposed structures, property lines with dimensions, parking spaces, points of ingress and egress, driveways and any other information which would be helpful to the Board in consideration of the application.
4. The above-listed documents, together with the fee of \$50.00, 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 EXCEPTION

I. Name of Applicant _____ Phone _____

Mailing Address _____

Name of Owner (if different from applicant) _____ Phone _____

Mailing Address _____

Name of Authorized Agent _____ Phone _____

Mailing Address _____

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

II. Application is made for an exception as provided in Section _____ of the Zoning Regulations to permit the installation or construction of _____

_____ on property

zoned _____, located at _____ and legally described as:

Lot(s) _____, Block(s) _____ of the _____

_____ Addition to Ellis County.

Give metes and bounds description below or on attached sheet: (Required only if property is not part of a legally recorded plat)

III. The applicant and owner herein, or authorized agent and owner:

- A. Acknowledges receipt of an instruction sheet concerning the filing and hearing of this exception request.
- B. Acknowledges the fee requirements established; and that the appropriate fee is herewith tendered.
- C. Agrees to conform to all requirements of the appropriate section of the Zoning Regulations if this application is approved.
- D. Acknowledges right to appeal the decision of the board to the District Court.

APPLICANT

AUTHORIZED AGENT (IF ANY)

OWNER

OFFICE USE ONLY:

RECEIVED IN THE PLANNING, INSPECTION, AND ENFORCEMENT DIVISION, ON _____, _____,
TOGETHER WITH THE APPROPRIATE FEE OF \$ _____.

NAME AND TITLE