



Building & Zoning Department
215 S. Broadway, Louisburg, KS 66053
913-837-5811 · louisburgkansas.gov
rwhitham@louisburgkansas.gov

ARTICLE 11

SPECIAL USES

Certain uses or exceptions are permitted in some zoning districts only when a special use permit has been obtained from the Governing Body. Such uses require special study with respect to specific location and design considerations to assure that they will have minimal negative impact on surrounding properties.

1. The applicant shall first obtain the proper application form from the Office of the Codes Administrator.
2. The special use permit application form shall be completely filled out and returned to the Office of the Codes Administrator with the appropriate filing fee and required information. An application shall not be scheduled for public hearing until the application form has been fully completed, the fee paid, and all required information submitted.
3. The Office of the Codes Administrator shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least twenty (20) days prior to the hearing. The Office of the Codes Administrator shall be responsible for following the administrative procedures for a special use permit as prescribed in the adopted zoning regulations. The notice shall fix the time and place of the hearing and shall describe generally the special use permit requested.

A written notice of the public hearing shall also be mailed, return receipt requested, by the applicant to surrounding property owners within:

- A. 200 feet of the property if the proposed PUD is located within the City's municipal boundaries;
- B. 1000 feet of the property if the proposed PUD is located within the City of Louisburg Growth Area;
- C. 1,000 feet of the property if the proposed PUD is adjacent to the city's corporate limits.

The notice shall inform surrounding property owners of the right to file protest petitions of the planning commission's recommendation and shall explain the protest procedure. Said notice shall be mailed at least twenty (20) days before the hearing at which said Special Use Permit application is scheduled to be considered. Such notice shall fix the time and place for such hearing as determined by the Codes Administrator and shall contain the following:

- A statement regarding the proposed Special Use;
- A legal description or general description that is sufficient to identify the property under consideration; and

- A statement that a complete legal description is available for public inspection and shall indicate where such information is available.

The applicant shall furnish all return receipts to the Codes Administrators Office. Such notice is sufficient to permit the Planning Commission to take action on a proposed Special Use Permit application as described in such notice.

4. The Planning Commission shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard.
5. The public hearing may be adjourned from time to time and, upon its conclusion, the Planning Commission shall prepare and adopt its recommendation to the Governing Body. This recommendation shall be submitted along with an accurate record of the public hearing.

CITY OF LOUISBURG

SPECIAL USE PERMIT APPLICATION

Return Form To:
Codes Administrator
City of Louisburg
215 S. Broadway
Louisburg, KS 66053
(913) 837-5811
(913) 837-5374 (fax)

For Office Use Only
Case No. _____
Filing Fee: _____
Deposit: _____
Date Filed: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____

PROPERTY INFORMATION:

Location of Property: _____
Legal Description:

Present Zoning Classification: _____ Acreage: _____
Present Use of Property:

Proposed Land Use Activity:

Article, Section and sub-section (if applicable) allowing for said special use to be applied for:

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Should this special use be valid only for a specific time period? Yes _____ No _____

If Yes, what length of time? _____

DOES THE PROPOSED SPECIAL USE MEET THE FOLLOWING STANDARDS? IF YES, ATTACH A SEPARATE SHEET EXPLAINING WHY.	Yes	No
The proposed special use complies with all applicable provisions of the regulations, including intensity of use regulations, yard regulations and use limitations?		
The proposed special use at the specified location will not adversely affect the welfare or convenience of the public?		
The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located?		
The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it have been planned so that the special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations?		
Off-street parking and loading areas will be provided in accordance with the standards set forth in the zoning regulations, and such areas will be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect?		
Adequate utility, drainage, and other such necessary facilities will be provided?		
Adequate access roads or entrance and exit drives will be provided and designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys?		
Adjoining properties and the general public will be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors or unnecessarily intrusive noises?		

ATTACHMENTS REQUIRED:

1. A site plan as specified in Section 616 of the Zoning Regulations as well as any other information which would be helpful to the Planning Commission in consideration of the application.
2. Certified list of property owners located within:
 - A. 200 feet of the property if the proposed PUD is located within the City's municipal boundaries;
 - B. 1000 feet of the property if the proposed PUD is located within the City of Louisburg Growth Area;
 - C. 1,000 feet of the property if the proposed PUD is adjacent to the city's corporate limits.

Applicant's Signature

Date