

REZONING APPLICATION PROCEDURES

For

**THE UNINCORPORATED AREA OF
LEAVENWORTH COUNTY, KANSAS**

**A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO SUBMITTAL OF
ANY APPLICATION**

**DEADLINE: All application materials shall be submitted by application deadline as
indicated on the current Planning Commission Schedule and Deadlines form.**

ALL APPLICATION FEES ARE NON-REFUNDABLE

For more information contact:
Leavenworth County Department of Planning and Zoning
300 Walnut, Suite 212
Leavenworth, Kansas 66048
pz@leavenworthcounty.gov
913-684-0465

REZONING PROCEDURES

APPLICANT RESPONSIBILITIES: Omission of any of the following items may delay the review and processing of the application.

- A. A complete application form (Attachment A)
- B. Legal Description (current deed) of the property.
- C. Payment of application fee. Make check payable to Leavenworth County Planning and Zoning Department.
- D. Owner Authorization Form if not the legal owner of the property (Attachment B).
- E. Site Plan (one physical copy along with one digital copy)
- F. Applicant or applicant's representative must attend the Planning Commission and Board of County Commissioner's Hearing.

FOR ADDITIONAL REQUIREMENTS, PLEASE REFER TO THE *LEAVENWORTH COUNTY ZONING & SUBDIVISION REGULATIONS*, WHICH INCLUDES THE FOLLOWING ARTICLES APPLICABLE TO REZONE APPLICATIONS.

1. Article 17 - Planned Unit Developments
2. Article 27 - Site Plan
3. Article 31 – Amendments
4. Any other applicable Regulations.

DEADLINE: See Planning Commission Schedule and Deadlines form.

PLANNING DEPARTMENT PROCEDURES

Public Hearing: The Planning Department will schedule a hearing at a Planning Commission meeting, which is responsible for hearing the Rezoning request.

Posting of Sign: The Planning Department will post a sign on the property prior to the date of the public hearing. After the sign has been posted, the Applicant is responsible to maintain the sign, as placed by the Planning Department, until one day after the case has been approved or denied by the Board of County Commissioners.

Newspaper Publication: The Planning Department will publish the Legal notice of the public hearing 20 days prior to the date of public hearing.

Letter of Notification: The Planning Department will mail notices of the public hearing, to all property owners within 1,000 feet (Unincorporated area) and 200 feet (Incorporated area) of the subject property at least 20 days prior to the public hearing.

Protest Period: See KS Statute 12-757.

Board of County Commission – The Board of County Commission will hear the recommendations of the Planning Commission and issue a decision to either accept the rezoning, deny the rezoning, or remand the case back to the Planning Commission for further study.

REZONING APPLICATION

Leavenworth County Planning Department
300 Walnut, St., Suite 212
County Courthouse
Leavenworth, Kansas 66048
913-684-0465

Office Use Only

Township: _____ Date Received: _____
Planning Commission Date _____
Case No. _____ Date Paid _____
Zoning District _____ Comprehensive Plan Land Use Designation _____

APPLICANT/AGENT INFORMATION

OWNER INFORMATION (If different)

NAME _____ NAME _____
ADDRESS _____ ADDRESS _____
CITY/ST/ZIP _____ CITY/ST/ZIP _____
PHONE _____ PHONE _____
EMAIL _____ EMAIL _____
CONTACT PERSON _____ CONTACT PERSON _____

PROPOSED USE INFORMATION

Proposed Land Use _____
Current Zoning _____ Requested Zoning _____
Reason for Requesting Rezoning _____

PROPERTY INFORMATION

Address of Property _____
Parcel Size _____
Current use of the property _____
Present Improvements or structures _____
PID _____

I, the undersigned am the (*owner*), (*duly authorized agent*), (*Circle One*) of the aforementioned property situated in the unincorporated portion of Leavenworth County, Kansas. By execution of my signature, I do hereby officially apply for rezoning as indicated above.

Signature _____ Date _____

ATTACHMENT A

OWNER AUTHORIZATION

I/WE _____, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this ____ day of _____, 20____, make the following statements, to wit:

1. I/We the Undersigned, on the date first above written, am the lawful, owner(s) in fee simple absolute of the following described real property

See Attachment “A” attached hereto and incorporated herein by reference.
2. I/We the undersigned, have previously authorized and hereby authorize _____ (Hereinafter referred to as “Applicant”), to act on my/our behalf for the purpose of making application with the Planning Office of Leavenworth County, Kansas, _____ (common address) the subject real property, or portion thereof, and which authorization includes, but is not limited to, all acts or things whatsoever necessarily required of the applicant in the application process.
3. I/We the Undersigned, hereby agree to protect, defend, indemnify and hold the Board of County Commissioners of Leavenworth County, Kansas, its officers employees and agents (hereinafter collectively referred to as the “County”), free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities, whether false, fraudulent, meritless or meritorious, of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character (hereinafter “claims”), in connection with, relating to, or arising directly or indirectly out of this authorization and the actions taken by the Applicant and the County in reliance thereof. I, the Undersigned, hereby further agree to investigate, handle, respond to, provide defense for and defend any such claims at my sole expense and agree to bear all other costs at my sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.
4. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner

Owner

STATE OF KANSAS
COUNTY OF LEAVENWORTH

The foregoing instrument was acknowledge before me on this ____ day of _____, 20____,
by _____.

My Commission Expires:

Notary Public

ATTACHMENT B

| SUBJECT | ISSUED BY | EFFECTIVE DATE | REVISION |
|---|-------------------------------|----------------|----------|
| Professional Review Fees Reimbursement | Board of County Commissioners | 11.25.2020 | 1.0 |

A. PURPOSE:

Leavenworth County has recently experienced significant increases in growth and development within the unincorporated areas of the County. As such, the County has obtained outside consulting services in order to effectively and efficiently review development applications. These services have proven to be effective and necessary to the orderly and safe development of Leavenworth County. Due to the increase in developments and the magnitude of many of these developments, the County has incurred significant review fees which have been paid out of the Planning and Zoning Budget and the Public Works Budget. The intention of this policy is to continue to provide quality reviews of development applications while holding the developer/applicant responsible for costs incurred which are greater than \$2,500.

B. POLICY:

Development applications submitted to the Planning and Zoning Department shall be assessed an application fee per the adopted Fee Schedule. The application fee is intended to account for the public notification process, initial Staff review and writing of the Staff Report. The applicant shall be responsible for the cost of the Professional Review Fees whenever the fees exceed \$2,500.

C. PROCEDURES:

Upon submittal of an application the developer shall pay an application fee. The developer should expect to incur additional fees if the development has unusual conditions that warrant extensive engineering review or is a subdivision with an internal roadway. The applicant will be responsible for paying all incurred fees (over \$2,500) prior to the application for development being executed. Further, in the event an applicant does not pay the fees, the County shall accept no further development applications from said applicant until all delinquent fees have been paid.

Effective 11.25.2020

BOCC Chairman – Doug Smith

11.25.2020
Date of Adoption