

**INSTRUCTIONS TO THE APPLICANT FILING FOR A
ZONING PERMIT AND OCCUPANCY CERTIFICATE**

1. Prior to the construction, reconstruction, moving or structural alteration of any structure, or the improvement of land prior to its use, or the use of any land or structure being changed to any other use, an **application for a Zoning Permit** must be completed, when required and approved by the Zoning Administrator. Application forms are provided by the Administrator. Either the property owner or a contractor as an agent may obtain the permit. *(See Section 9-101 of the Coffey County Zoning Regulations for information on Zoning Permits and occupancy certificates.)*
2. The Applicant must provide, at the time of application, **a copy of a plot plan** drawn to scale, showing the actual dimensions of the zoning lot to be built upon and/or used; the size, shape and location of the structure to be constructed, and/or the land to be used; required setbacks for each yard, as measured from the lot lines of the property; points of ingress and egress, driveways, circulation aisles, parking lots, individual parking spaces, and loading and service areas; location of all utility connections; and other such information as may be deemed necessary. **No Zoning Permit will be issued unless a plot plan is submitted.** *(See Zoning Administrator for plot plan form or submit drawing with similar information.)*
3. Unless the Zoning Administrator can verify the actual dimensions of the zoning lot to be built upon from a recorded plat on file with his/her office, then the Applicant must provide, at the time of application, **a copy of a drawing or a copy of the plat showing the actual dimensions of the lot** according to the recorded plat, unless the lot is otherwise exempted from platting under the County Subdivision Regulations.
4. Payment of the **Zoning Permit and Occupancy Certificate fee** is required at the time of application, as provided for in Section 9-104 of the Zoning Regulations. The fee is not refundable unless the permit/certificate is not approved. See Zoning Administrator for Fee Schedule.
5. A Zoning Permit shall be either **approved or disapproved** by the Zoning Administrator **within 10 days** after the receipt of an application thereof or within such further period as may be agreed to by the Applicant. When the Administrator decides that he/she cannot issue a Zoning Permit, he/she shall advise the Applicant in writing of the reasons for its disapproval.

Coffey County, Kansas

6. A Zoning Permit shall become **null and void 180 days after** the date on which it is issued, unless within such a period construction, reconstruction, moving, or structural alteration is commenced or a use is commenced. If the construction or work is abandoned or suspended for any 180-day period after such a permit is issued, then application must be made for a new permit.
7. **Upon the completion** of construction or moving or a change in the use of a structure or land, the **Applicant shall notify** the Zoning Administrator so that a **field inspection** can be made and an **Occupancy Certificate** issued. A certificate shall be issued, or written notice shall be given to the Applicant stating the reasons why a certificate cannot be issued **within 10 days** after the Administrator is notified that the structures or premises are ready for occupancy or use. *(See Section 9-101B2 of the Zoning Regulations for information on temporary occupancy permit.)*
8. Any Zoning Permit issued which is based on an application containing **false information** shall be considered null and void. Similarly, any Zoning Permit or Occupancy Certificate issued **in conflict with** the provisions of the **Zoning Regulations** shall be null and void.
9. Any Applicant aggrieved by a decision of the Zoning Administrator with respect to the interpretation or application of the Zoning Regulations in applying for a Zoning Permit and Occupancy Certificate **may appeal** to the Board of Zoning Appeals for a determination, **within 30 days** after such decision is made.
10. The Applicant should be aware that any Zoning Permit or Occupancy Certificate issued does not nullify any **private deed restriction or restrictive covenant** validly filed of record, which are still enforceable by other property owners. *(See Section 2-100C of the Zoning Regulations for information on Private Agreements.)*
11. You should check with the Zoning Administrator to determine if a **screening plan** approved by the Planning Board is required prior to issuance of a Zoning Permit.
12. The Applicant should also be aware that their project may involve applying for a Sanitation Permit for on-site sewage disposal and/or a water well under the County Sanitary Code.

Zoning District: _____

APPLICATION FOR ZONING PERMIT AND OCCUPANCY CERTIFICATE

Name of Owner: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Name of Contractor: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Street Address or General Location of Property:

for property legally described as Lot(s) _____ of Block(s) _____ in the
_____ (Addition) (Subdivision).

(If appropriate, additional lots/blocks/subdivision descriptions, or metes and bounds descriptions, may be provided in the space below or on an attached sheet.)

Type of Work: Construct Structurally Alter Move Other

Existing Use: _____

Proposed Use: _____

Cost of Proposed Structure: _____

Zoning Lot Data:

Frontage: _____ feet Depth: _____ feet Area: _____ sq. feet²/ acres
Width: _____ feet (Calculate width at the required front yard setback line.)

Building Information	Principal Structure / Use	Accessory Structure / Use
Width (feet)		
Depth (feet)		
Floors (number) / height (feet)		
Total Floor Area (sq. feet)		
Total Lot Coverage (%)		
Dwelling Units (number)		
Surface Area of Signs (sq. feet)		
Sign with largest area (sq. feet)		
Maximum height of signs (feet)		
Front Yard Fence (type /height)		
Front Yard Fence (percent of open space in fence)		

Setback Information	Principal Structure / Use	Accessory Structure / Use
Front Yard (feet)		
Front / Side Yard (feet)		
<i>(NOTE: Corner lots have two or more front yards.)</i>		
Side Yard (feet)		
Rear Yard (feet)		

Water supply: _____

Sewage Disposal: _____

Number of permanent off-street parking spaces: _____

Plot Plan of zoning lot, with structure(s), parking space(s), and driveway(s) included:

- Provided Not Provided

Is any portion of the zoning lot included in a floodable area as shown on a floodplain map prepared for the National Flood Insurance (NFIP)?

- Yes No

The undersigned hereby certifies that:

1. They have read and understand the accompanying form entitled.
“Instructions to the Applicant Filing for a Zoning Permit and/or Occupancy Certificate”;
2. The information they have provided on this form is correct;
3. They agree to comply with all provisions of the Zoning Regulations;
4. All rights of way, easements, setback lines, access controls, and other building or use restrictions, as shown on a recorded plat or separate instrument, are accurately indicated to scale on the attached Plot Plan;
5. Except for permitted grading, no construction has been initiated on the zoning lot; and
6. They understand that any Permit or Certificate issued, if based on a false statement of any fact material to the issuance of the Permit or Certificate, shall be considered null and void.

Either the Owner or the Contractor or both must sign this Application.

Signature: _____, Owner

Print name: _____

Date: _____, 20 ____

Signature: _____, Contractor

Print name: _____

Date: _____, 20 ____

OFFICE USE ONLY

ZONING PERMIT

Amount of Zoning Permit / Occupancy Certificate fee received: \$ _____.

Zoning Permit is: Approved Not approved

Signature: _____, Zoning Administrator

Print name: _____

Date: _____, 20__

(Conditions of approval) (Reasons for not approving):

Provide copy to:

- Applicant(s) and/or Agent(s)
- County Sanitation Officer
- County Appraiser's Office



OCCUPANCY CERTIFICATE

All of the foregoing applicable items in the application were field inspected on _____, 20__, and the premises are hereby approved for the above stated proposed structure(s) and/or use(s).

Signature: _____, Zoning Administrator

Print name: _____

Date: _____, 20__

Provide copy to:

- Applicant(s) and/or Agent(s)
- County Appraiser's Office

