KINGMAN COUNTY, KANSAS

INSTRUCTIONS TO THE APPLICANT FILING FOR A
CERTIFICATE OF ZONING COMPLIANCE

1. Prior to 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 Certificate of Zoning Compliance must be completed when required and approved by the Zoning Administrator. Application forms are provided by the Zoning Administrator. Either the property owner or a contractor (as an agent) may obtain the permit. (See Article XXXII, Section 2 Certificate of Zoning Compliance Required).

2. The applicant must provide, at the time of application, one 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 CERTIFICATE OF ZONING COMPLIANCE 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 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 Certificate of Zoning Compliance fee is required at the time of application in the amount provided for in Resolution No. 99-3. See Zoning Administrator for fee schedule information. Because of the additional administrative costs involved, if construction or work other than permitted has already commenced on a structure or a use before an application is filed, the fee otherwise required will be increased. The fee is non-refundable.

5. A Certificate of Zoning Compliance shall be either approved or disapproved by the Zoning Administrator within fourteen (14) working days after the receipt of an application thereof or within such further period as may be agreed to by the applicant. When the Zoning Administrator decides that he/she cannot issue a Certificate of Zoning Compliance, he/she shall advise the applicant in writing of the reasons for its disapproval.
6. Certificates of Zoning Compliance shall become null and void 90 days after the date of which it was issued unless within said period construction, structural alteration, or moving of a structure is commenced or a use is commenced.

If the construction or work is abandoned or suspended for any 180 day period after such a certificate is issued, the certificate shall expire and a new application must be made.

A TIME LIMIT OF SUBSTANTIAL COMPLETION ON CERTIFICATES OF ZONING COMPLIANCE IS SET FOR 1 (ONE) YEAR; IF NO SUBSTANTIAL COMPLETION IS MADE WITHIN 1 (ONE) YEAR THE CERTIFICATE WILL BE NULL AND VOID AND SUBJECT TO REVIEW.

An expired Certificate of Zoning Compliance may be reissued without additional fee if the Zoning Administrator finds due cause.

7. ANY CERTIFICATE OF ZONING COMPLIANCE ISSUED WHICH IS BASED ON AN APPLICATION CONTAINING FALSE INFORMATION SHALL BE CONSIDERED NULL AND VOID.

8. 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 Certificate of Zoning Compliance may appeal to the Board of Zoning Appeals for a determination within 30 days after such decision is made.

9. The applicant should be aware that any Certificate of Zoning Compliance issued does not nullify any private deed restriction or restrictive covenants filed of record which are still enforceable by other property owners.

10. You should check with the Zoning Administrator to determine if a screening plan approved by the Planning Commission is required prior to issuance of a Certificate of Zoning Compliance.

11. 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 Kingman County Sanitary Code.
APPLICATION FOR CERTIFICATE
OF ZONING OCCUPANCY

Name of owner (Print) ___________________________ Phone ___________________________
Address ______________________________________

Name of Contractor (Agent) ______________________ Phone ___________________________
Address ______________________________________

Street Address or General Location of Property ______________________________________

Legal Description: ______________________________________________________________

Type of Work: Construct ____________________________
Structurally Alter ____________________________
Move ____________________________
Other ____________________________

Existing Use ________________________________________________________________

Proposed Use * ______________________________________________________________

Zoning Lot Data: Frontage ____________________________ Feet
Width ** ____________________________ Feet
Depth ____________________________ Feet
Area ____________________________ Square Feet

Building Information                  Principal Structure/Use                  Accessory Structure/Use
Width (Feet) ____________________________
Depth (Feet) ____________________________
Floors (Number)/Height (Feet) ____________________________
Total Floor Area (Square feet) ____________________________

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PERMIT NO. _____

Total Lot Coverage (%) ____________________
Dwelling Units (Number) ____________________
Surface Area of Signs (Sq. Ft.) _______________
Sign with Largest Area (Sq. Ft.) _______________
Maximum Height of Signs (Ft.) _______________
Height/Percent of Open Space of Front Yard Fence _______________

Setback Information
Front yard (Feet) ____________________
Front/Side Yard (Feet) ____________________
Side Yard (Feet) ____________________
Rear Yard (Feet) ____________________

Estimated Cost of Project $__________
Water Supply _______________
Sewage Disposal _______________
Number of permanent Off-Street Parking Spaces _______________
Is this property in an officially identified floodplain area? Yes ___ No ___
Plot Plan of lot, structure(s), parking space(s) and driveway(s) attached: Yes ___ No ___

The undersigned hereby certifies that: (1) They have read and understand the accompanying form entitled, "Instructions to the Applicant Filing for a Certificate of Zoning Compliance"; (2) The information given herein is correct; (3) They agree to comply with all provisions of the Kingman County Zoning Regulations; (4) All rights-of-ways, easements, setback lines, access controls and other building or use restrictions as shown on a recorded plat.
or separate instrument 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 Certificate issued upon false statement of any fact which is material to the issuance hereof shall be null and void.

A time limit for Substantial completion on Certificates of Zoning Compliance is set for one (1) year; if no Substantial completion is made within one (1) year the Certificate will be null and void and subject to review or renewal.

_________________________________________, 20__
Owner or Contractor Signature

CERTIFICATE OF ZONING COMPLIANCE

Amount of Certificate of Zoning Compliance fee received: $___________

Certificate of Zoning Compliance (approve) (not approved) for the ____________________________ District

By ___________________________ on ___________________________, 20__
Zoning Administrator

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

________________________________________

________________________________________

________________________________________

________________________________________

Cc: Applicant
    Sanitation Officer
KINGMAN COUNTY, KANSAS

PLOT PLAN

This Plot Plan is to accompany the application for a Certificate of Zoning Compliance of _____________________________ (Owner) (Contractor) dated ________________, 20___. In addition to data required by Number 2 of the Instructions to the Applicant for a Certificate of Zoning Compliance, the applicant must show on the Plan below the adjacent street names and scale. **Setbacks for yards must be measured from the lot lines of the property.** Eight lines on the grid equal one inch.

Scale: ____________________________

North

WEST

South

EAST