

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.

KINGMAN COUNTY, KANSAS

PERMIT NO. \_\_\_\_\_ - \_\_\_\_\_

**APPLICATION FOR CERTIFICATE  
OF ZONING OCCUPANCY**

Name of owner (Print) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Contractor (Agent) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

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

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

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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

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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

