

ALL APPLICATIONS ARE DUE AT 12:00 NOON ON THE FILING DATE		Office Use Only Fee Paid: \$
FEE SCHEDULE		
RESIDENTIAL		
_____ 0 to 5 acres	\$ 425.00	
_____ 5.1 to 10 acres	\$ 550.00	Date Paid:
_____ 10.1 to 20 acres	\$ 675.00	Case No.:
_____ 20.1 to 50 acres	\$ 800.00	
_____ 50.1 + acres	\$ 925.00	Meeting Date:
OFFICE/COMMERCIAL/INDUSTRIAL		
_____ 0 to 5 acres	\$ 900.00	
_____ 5.1 to 10 acres	\$1,000.00	
_____ 10.1 to 20 acres	\$1,100.00	
_____ 20.1 to 50 acres	\$1,200.00	
_____ 50.1 + acres	\$1,300.00	
ALL FIELDS HIGHLIGHTED IN RED ARE REQUIRED FIELDS		

Name of Project: _____

Requested Zoning: _____

Existing Zoning: _____

PROPERTY DESCRIPTION

Location/Address: _____

Approximate Size of Property (in square feet or acres): _____

Note: If property is not in a recorded subdivision, an electronic legal description of the property must be submitted with this application in Word format.

Property Tax ID Number: _____

Present Use of Property: _____

Proposed Use of Property: _____

List improvements on the property: _____

APPLICANT INFORMATION *Note: If Agent/Contact Person is anyone other than the fee simple owner, signature of the fee simple owner designating the Agent/Contact Person as the authorized agent for all matters concerning this request, must submit the attached affidavit with the application.*

Owner of Record:

Agent/Contact Person:

Name: _____ Name: _____

Address: _____ Address: _____

City/State _____ Zip: _____ City/State _____ Zip: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

I, _____, (Contact Person's Name; Please Print), hereby certify the attached and completed application contains the information as specified below in accordance with the Unified Development Code. I understand the submission of incomplete or inaccurate information may result in a delay in processing and action on this application and may be subject to other penalties provided by law.

Signature of Contact Person

Date

1. Developer participates in a pre-application conference with the Department of Community Development to present a conceptual plan for the development if development if more than three acres.
2. The secretary of the Planning Commission checks rezoning applications for completeness and receives the filing fee, which shall be made by the deadline stipulated on the prepared schedule prior to the associated Planning Commission meeting date.
3. For rezoning applications the applicant shall mail Notice of Public Hearing (supplied by the City) to all surrounding property owners within 200' (1000' if property is adjacent to unincorporated property) of all property boundaries. This information can be obtained by contacting the Johnson County Clerks Office, at 111 North Cherry Street in Olathe, KS, 913-715-0775. Mailings shall be made at least 20 days prior to the hearing date by certified mail, return receipt requested. In addition, the applicant is responsible for posting signs, furnished by the City, 14 days prior to the Planning Commission meeting, on the property so that they are visible from the public street. **(An explanation will be e-mailed to the applicant regarding this procedure once a formal application with fee is made.)**
4. The City shall be responsible for a public advertisement in the official newspaper of the City of Lenexa.
5. By the deadline stipulated on the prepared schedule, an applicant must submit for approval four (4) collated, bound and rolled copies of a concept or preliminary site plan to the Department of Community Development. **As part of the rezoning application, a detailed description of the proposed project and how the request complies with applicable zoning and comprehensive planning criteria must be submitted. The narrative should also address the criteria within [Section 4-1-G-5](#) of the Unified Development Code.**
6. Rezoning, Concept or Preliminary Plan applications are reviewed by City Staff, which includes representatives from the Police, Fire and Engineering Departments, Building Inspection and Land Use Administration Divisions.
7. After reviewing the plan, the City Staff will prepare comments which will be e-mailed to the contact person and must be subsequently addressed and resubmitted by the date stipulated.
8. The Planning Commission conducts public hearings on the rezoning and plan applications and forwards a recommendation to the City Council.
9. On rezoning applications, a 14 day protest period begins after the conclusion of the Planning Commission public hearing. During this period, a petition may be filed with the City Clerk protesting the amendment, supplement or change in zoning. The petition shall be duly signed and acknowledged by twenty (20) percent or more of the property owners proposed to be rezoned, or by the property owners of twenty (20) percent or more of the total area, excepting streets, located within 200

feet (or 1,000 feet if unincorporated) of the boundaries of the proposed rezoning area. If a valid petition is filed, then an affirmative vote of three-fourths (3/4) of the City Council members must occur to adopt the proposed rezoning.

10. The City Council approves the application, in whole or in part, with or without modifications and conditions, or denies the application. Upon review of rezoning applications the City Council also has the option to remand the application back to the Planning Commission. In the event of a denial by the Governing Body, the application may not be resubmitted for one year.

AFFIDAVIT

STATE OF KANSAS)
) §
COUNTY OF JOHNSON)

I _____, being duly sworn upon our oath and being of
 Name of Property Owner
sound mind and legal age, depose and state that:

1. _____ is the owner of property located at approximately
 Name of Property Owner
_____, in the City of Lenexa, Kansas, Johnson County.
 Address or Vicinity of Property

2. I have the legal authority to bind _____, as the Applicant, the
 Authorized Person
authority to authorize the filing of land use applications on the Property.

3. I have authorized _____ to file an application for
 Authorized Person
a _____ on the property described above, and
 Rezoning/Special Use Permit

do affirm that I have the authority necessary to grant such.

Signature of Property Owner

Name: _____
Print name of Property Owner

Title: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

My Commission Expires:

Notary Public