

CITY OF ABILENE, KANSAS
DEVELOPMENT APPROVAL APPLICATION FORM

419 N. Broadway · Abilene, Kansas 67410 · Tel: (785) 263-2355 · Fax: (785) 263-2552 · www.abilenecityhall.com

INSTRUCTIONS: This Application and all required fees and information must be submitted in accordance with the Code of the City of Abilene and the City of Abilene Zoning and Subdivision Regulations. All information requested in this application must be provided and answered completely.

PART I: TO BE COMPLETED BY APPLICANT		
APPLICATION INFORMATION		
APPLICATION FOR (CHECK APPROPRIATE BOX):		
ADMINISTRATIVE APPEAL ANNEXATION CERTIFICATE OF APPROPRIATENESS COMPREHENSIVE PLAN AMENDMENT CONDITIONAL USE PERMIT DEVELOPMENT CODE AMENDMENT FINAL PLAT HOME OCCUPATION PERMIT LANDMARK DESIGNATION	LOT SPLIT NON-CONFORMING USE CERTIFICATE PRELIMINARY PLAT PLANNED DEVELOPMENT REPLAT REZONING / ZONING MAP AMENDMENT SITE PLAN VACATION (PLAT, STREET, EASEMENT) VARIANCE	FOR OFFICIAL USE ONLY Appn Number: _____ Date Received: _____ Received By: _____
BRIEF DESCRIPTION OF APPLICATION PURPOSE:		
_____ _____ _____		
APPLICANT INFORMATION		
APPLICANT/AGENT (If Not Property Owner):		
Name: _____		Tel: _____
Business Name: _____		Fax: _____
Address: _____		
City: _____		State: _____ Zip Code: _____
E-mail: _____		
PROPERTY OWNER (If Different from Applicant/Agent):		
Name: _____		Tel: _____
Business Name: _____		Fax: _____
Address: _____		
City: _____		State: _____ Zip Code: _____
E-mail: _____		
ENGINEER/ARCHITECT/SURVEYOR:		
Name: _____		Tel: _____
Business Name: _____		Fax: _____
Address: _____		
City: _____		State: _____ Zip Code: _____
E-mail: _____		

PROPERTY INFORMATION

PROPERTY ADDRESS OR GENERAL LOCATION (IN RELATION TO NEAREST STREETS):

PROPERTY TAX IDENTIFICATION NUMBER: _____

ZONING: Existing: _____ Proposed: _____

LAND USE: Existing: _____ Proposed: _____

GROSS SIZE OF PLAT/LOT:

Residential: _____ Commercial: _____ Industrial: _____ Other: _____ Total: _____

NUMBER OF LOTS:

Residential: _____ Commercial: _____ Industrial: _____ Other: _____ Total: _____

IMPROVEMENT CHARACTERISTICS:

Number of Buildings or Structures: _____ Total Building Area: _____
Maximum Height of Buildings or Structures: _____ Total Impervious Area: _____

EXISTING PUBLIC FACILITIES: Public Private Other (Describe)

Water Service: _____
Wastewater Service: _____
Roadway Access: _____

FLOODPLAIN INFORMATION:

Floodway: Yes No FIRM Map-Panel Number: _____
Floodway Fringe: Yes No Zone: _____

ARE ANY OTHER PERMITS OR DEVELOPMENT APPROVALS REQUIRED, APPLIED FOR OR RECEIVED FOR THE APPLICATION PROPERTY BY THE CITY OR ANY OTHER JURISDICTION OR AGENCY?

Yes No If Yes, Describe Briefly and Attach a Copy of Each Permit, Approval or Application

APPLICANT/PROPERTY OWNER CERTIFICATION*

I/we acknowledge receipt of the instruction sheet explaining the method of submitting this application. I/we realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor's certificate as required in the instruction sheet; and is accompanied by the appropriate fee. I/we further certify that the foregoing information is true and correct to the best of our knowledge. I/we acknowledge that the City of Abilene Planning Commission, Board of Zoning Appeals or City Commission shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.

Applicant Signature Date

Property Owner Signature Date

** This Application must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his own name and attach the owner's written notarized authorization to this Application.*

PART II - TO BE COMPLETED BY STAFF

DOCUMENTS TO BE SUBMITTED WITH APPLICATION**

Copy of Deed	Easements and Covenants	Location Map
Site Plan	Preliminary Plat	Final Plat
Infrastructure Plans	Development Agreement	Grading and Stormwater Plans
Elevation Survey	Traffic Impact Study	Construction Plans
Performance Agreement	Proof of Notification	Utility Plans
Text Amendment Language	Property Owner List	Comprehensive Plan Amendment Justification
Annexation Boundary Map	Operating Characteristics Report	Administrative Appeal Justification
Variance Justification	Other _____	

Additional document requirements provided to applicant on _____. The applicant is advised that the application is not accepted for public review until such time as the above identified documents are submitted and a Determination of Complete Application is certified.

Name	Title
Signature	Date

**** Number of copies for submission determined by Zoning Administrator. The Zoning Administrator may request additional information as deemed necessary to properly evaluate the permit application.**

APPLICATION REVIEW

DECISION-MAKING BODY: Staff Planning Commission Board of Zoning Appeals City Commission
Heritage Commission Other (specify):

DATE OF INITIAL HEARING(S): _____

FEE AMOUNT: \$ _____ **DATE FEE PAID:** _____

DETERMINATION OF COMPLETE APPLICATION:

I certify that the Development Approval Application and attached documents are sufficient in form and content for review and recommendation by the decision-making bodies of the City of Abilene. As such, all required notifications and hearings may proceed pursuant to City regulations and procedures. This certification does not preclude the review, recommendation and/or decision-making bodies from requesting additional information as deemed necessary to serve the public interest.

Name	Title
Signature	Date