CITY OF ANDOVER, KANSAS

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

1. Prior to the construction, reconstruction, moving or structural alteration of any structure or the improvement of land, an application for a Zoning Permit 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 Section 9-101 of the City Zoning Regulations for information on zoning permits and occupancy certificates.)

2. The applicant must provide, at the time of application, two copies 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; 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, two copies 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 City Subdivision Regulations.

4. Payment of the permit/certificate fee is required at the time of application in the amount provided for in Section 9-104 of the Zoning Regulations. See Zoning Administrator for fee schedule information. Because of the additional administrative costs involved, if construction or work other then permitted grading has already commenced on a structure or a use before an application is filed, the fee otherwise required will be increased. The fee is not refundable unless the permit/certificate is not approved.

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 Zoning Administrator decides that he/she cannot issue a Zoning Permit, he/she shall advise the applicant in writing of the reasons for its disapproval.

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 receipt of an application therefore or after the Zoning Administrator is notified in writing 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/or Occupancy Certificate may appeal to the Andover 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 and/or site plan approved by the Planning Commission is required prior to issuance of a permit/certificate.

CITY OF ANDOVER, KANSAS

Permit No. ____-____

_____, 19___

APPLICATION FOR ZONING PERMIT AND/OR OCCUPANCY CERTIFICATE

Name of Owner _____

Address _____ Phone _____

Name of Contractor as Agent of Owner _____

Address _____ Phone _____

Street Address or General Location of Property _____

_____

Legal Description: Lot(s) _____ block _____ Subdivision: _____

_____

_____

_____

_____

Type of Work: Construct ____ Structurally Alter ____ Move ____ Other _____

Existing Use _____ Proposed Use _____

Zoning Lot Data: Frontage _____ Feet Width * _____ Feet

Depth _____ Feet Area _____ Sq. Ft.

Building Information	Principal Structure/Use	Accessory Structure/Use
Width (Feet)		
Depth (Feet)		
Floors (Number)/Height (Ft.)		
Floor Area (Sq. Ft.)		
Total Lot Coverage (%)		
Dwelling Units (Number)		
Gross Surface Area of Signs (Sq. Ft.)		

Setback Information		
Front Yard (Feet)		
Side Yard (Feet)		
Side Yard (Feet)		
Rear Yard (Feet)		

*Should be calculated at the required front yard setback line.

Water Supply _____ Sewage Disposal _____

Number of Off-Street Parking Spaces provided _____

Plot Plan of lot, structure(s) and parking 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 Zoning Permit and/or Occupancy Certificate"; (2) The information given herein is correct; (3) They agree to comply with all provisions of the Zoning Regulations including the right of the Zoning Administrator to inspect the zoning lot and any structures thereon before approving the Zoning Permit/Occupancy Certificate; (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 by dimensions 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 upon false statement of any fact which is material to the issuance hereof shall be null and void.

_____
(Owner or Contractor's Signature)

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ZONING PERMIT

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

Zoning Permit (approved) (not approved) _____ By _____
(Date) Zoning Administrator

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

_____

_____

_____

_____

cc: Building Inspector

- -

OCCUPANCY CERTIFICATE

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

Approved _____ By _____
(Date) Zoning Administrator

cc: County Appraiser's Office