

**JUNCTION CITY PLANNING COMMISSION
And
BOARD OF ZONING APPEALS**

APPLICATION FORM

DATE: _____

Case No. _____
(Assigned by Staff)

Applicant/Prop. Owner: _____ **Phone:** _____
(please print name)

Email: _____

Address: _____

Street/City/State/Zip --- Please Print
Signature: _____

(Printed Signature)

Agent (if applicable) _____ **Phone:** _____
Print Name

Address: _____
Street/City/State/Zip --- Please Print

Signature: _____

(Printed Signature)

This form MUST be completed and filed at the City Codes Department, located in the Municipal Building at 700 N. Jefferson, Junction City, KS 66441, in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted.

SECTION 1

This property is located within: _____ Junction City

Planning Commission

- _____ Zone Change from _____ to _____
- _____ Special Use Permit
- _____ Site Plan/Development Plan
- _____ Plat ~ preliminary ___; or final _____
- _____ Vacation
- _____ Other _____

Board of Zoning Appeals

- _____ Conditional Use Permit
- _____ Variance
- _____ Appeal (e.g. decision/interpretation of Person administering zoning regulations.)
- _____ Special Exception
- _____ Other _____

SECTION II

1. Legal description: _____
(If appropriate, a meets and bounds description may be attached.)
2. Property is located at (address) _____ which is
generally located at (relation to nearest streets/roads) _____

3. Application area contains _____ acres or square footage.
4. Request filed for the following reasons: _____

(Attach additional sheets, if need; and any supporting documentation {e.g., site plan or drawing} or other applicable information.)

6. Applicant acknowledges receipt of the ***instruction sheet*** explaining the method of submitting this application. Applicant realizes this application cannot be processed unless it is completely filled in; is accompanied by all required documents (e.g., ***written statement explaining reason for request; authorization letter; development plan, etc.***); and the ***appropriate fee***. Applicant further certifies that the foregoing information is true and correct to the best of his knowledge. Applicant authorizes unannounced inspections of the subject property by City staff for the purpose of collecting information to review and analyze this request. Applicant further acknowledges that the Planning Commission, Board of Zoning Appeals or Governing Body shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare. Applicant further acknowledges he has been advised of his ***right to appeal*** a decision of the Board of Zoning Appeals to the District Court.

Signature of applicant or agent or property owner

Date

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**SECTION III - Office Use Only**

This application was received at the office of the City Codes Department on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; at \_\_\_\_\_ (*time*). This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$\_\_\_\_\_.

**Case No. Assigned:** \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

# **AUTHORIZATION LETTER**

Date: \_\_\_\_\_

For Case No. \_\_\_\_\_

Land owner's name and address: (please print)

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City/State/Zip)

I, \_\_\_\_\_ and \_\_\_\_\_, hereby  
authorize \_\_\_\_\_ to  
act as my agent in the pursuit of a (rezoning/variance/conditional use/special use/other)  
for my property at \_\_\_\_\_, Junction City, KS 66441.

\_\_\_\_\_  
Landowner's signature

\_\_\_\_\_  
Landowner's signature