

CITY OF MULVANE, KANSAS

**INSTRUCTIONS TO THE APPLICANT REQUESTING A CONDITIONAL USE BEFORE
THE BOARD OF ZONING APPEALS AS PROVIDED FOR IN THE ZONING REGULATIONS**

1. Applicants are advised that the Mulvane Board of Zoning Appeals is only authorized to grant conditional uses as exceptions which are specifically provided for in the City Zoning Regulations.
2. An applicant must complete an application form and all blanks should be filled in or noted as N/A. See Section 10-108 of Zoning Regulations for procedures pertaining to a conditional use.
3. Applicant must submit a current ownership list of names, mailing addresses and zip codes of all landowners within 200 feet of the exterior boundary of the area in the City described in the application both within the city limits and extending outside the city limits. If such area is located adjacent to but inside the city limits, the ownership list, in addition to the 200 feet inside the city limits, shall provide similar information extending to 1,000 feet into the unincorporated area. If such area is located outside the city limits, the area of notification shall extend for 1,000 feet and, if such notification extends into the city limits, then 200 feet inside the city limits must also be included. (See Section 10-103 for Notice of Hearing.)
4. The applicant must submit a statement, in writing, providing information as required by Section 10-108A and present data in support of the standards for review described in Section 10-108C of the Zoning Regulations. Such review standards shall serve as the basis for the Board's decision.
5. The above noted application and accompanying documents shall be submitted to the Zoning Administrator at least 25 days before the next regular Board meeting, together with a fee to the City as established by the fee schedule in Section 9-104 of the Zoning Regulations. See Zoning Administrator for fee schedule information. Incomplete applications will be returned to the applicant.
6. Notice of the public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that **at least 20 days elapse** between the date of publication and hearing date. Notices of the hearing will also be mailed by the Zoning Administrator to all property owners on the ownership list, the applicant and the Secretary of the City Planning Commission so that **at least 20 days** shall elapse between the mailing date and the hearing date.
7. Please note that the City is processing your application under the minimum time period prescribed by State law.