

CITY OF MULVANE, 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 than 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 Mulvane 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.
12. The applicant should also be aware that their project may involve applying for a building permit under the City building codes both inside and outside the City and for a sanitation permit under the County sanitary code outside the City only.

CITY OF MULVANE, 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; (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 to scale 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  
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**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