



Please print or type.

PROPERTY INFORMATION

Requesting Conditional Use Permit For: _____

Location or Address of Subject Property: _____

Legal Description: _____

Zoning on Subject Property: _____ Current Land Use: _____

PROPERTY OWNER INFORMATION

Property Owner's Name(s): _____ Phone: _____

Company: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

APPLICANT/AGENT INFORMATION

Applicant/Agent's Name(s): _____ Phone: _____

Company: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

ENGINEER/ARCHITECT INFORMATION

Engineer/Architect's Name(s): _____ Phone: _____

Company: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE

Signature of Owner or Agent: _____

NOTE: If not signed by owner, authorization of agent must accompany this application

FOR OFFICE USE ONLY

Application No.: CU-_____ Received by: _____

Permit Fee Paid: \$ _____ Date Fee Paid/Receipt #: _____

Publication Fee Paid: \$ _____ Date Fee Paid/Receipt #: _____

Hearing Date _____

CERTIFIED LETTERS

The applicant will be responsible for mailing notices (see attached form letter) of the public hearing for the requested Conditional Use Permit by certified mail, return receipt requested to all owners of land within the notification area: two hundred (200) feet within the city limits; one thousand (1,000) feet in the unincorporated area of the subject property. These notices must be sent a minimum of twenty (20) days prior to the public hearing. Information regarding ownership of the land within the notification area can be obtained from the Johnson County Department of Records and Tax Administration or through a title insurance company (preferred method). A list of property owners within the notification area must be submitted with the application.

AFFIDAVIT OF COMPLIANCE

An affidavit (see attached form) concerning the mailing of property owner notification letters must be returned to the office of the City Clerk by no later than the Thursday preceding the public hearing.

PLANNING COMMISSION REVIEW AND DECISION

The Edgerton Planning Commission meets in City Hall on the second Tuesday of every month. The agenda and staff reports will be available the Friday preceding the public hearing. The chairperson will open the public hearing for each case to hear presentations by the city staff, the owner or authorized agent, and the audience, respectively. After everyone has had the opportunity to speak, the Planning Commission Chairman will either close or continue the public hearing to a later date. After the public hearing is closed, discussion will be limited to the Planning Commission and action will be taken in the form of a recommendation for approval or denial to the Governing Body.

PROTEST PERIOD

After the conclusion of the public hearing, a fourteen (14) day protest period begins. During the protest period, property owners within the notification area of the subject property may file a petition indicating their protest to the requested Conditional Use Permit with the office of the City Clerk. The submission of a valid protest petition from property owners of twenty (20) percent of the land within the notification area of the subject property within the allotted time will require a three-quarter ($\frac{3}{4}$) vote for approval by the Governing Body. Copies of protest petitions may be obtained in the office of the City Clerk.

GOVERNING BODY ACTION

After the protest period has concluded, the application will be placed on an agenda for Governing Body action (up to thirty (30) days after the conclusion of the public hearing). The Governing Body will review the transcript of the public hearing along with the recommendation of the Planning Commission and will take action by concurring with or overriding the Planning Commission recommendation, or by returning the request to the Planning Commission for further review.



NOTE: This letter is to be sent to adjacent property owners as outlined on instructions page.

Application No.: CU- _____

Dear Sir or Madam:

This letter is to notify you that a public hearing will be held at the Edgerton City Hall, 404 E. Nelson St., Edgerton, Kansas, to consider a Conditional Use Permit request for _____ on the following described tract of land:

Legal Description: _____

General Location: _____

A public hearing will be held to consider the Conditional Use Permit request on the above-described tract at 7:00 p.m. on _____, 20 _____. Any interested persons or property owners are invited to attend. Information regarding this Conditional Use Permit request is available in the office of the City Clerk at City Hall or by phone at (913) 893-6231. You may also contact the undersigned for additional information regarding this Conditional Use Permit request.

A fourteen (14) day protest period begins at the conclusion of the public hearing during which you may file a protest petition in the office of the City Clerk. If a valid protest petition is received from twenty (20) percent of the property owners within the notification area, a three-quarters ($\frac{3}{4}$) vote of the Governing Body is required to approve this Conditional Use Permit request.

Copies of the protest petition are available in the office of the City Clerk.

Respectfully,

Applicant (or Owner or Agent)

Mailing Address: _____

City: _____ State: _____ Zip: _____



NOTE: This signed affidavit is to be returned by the Thursday before the scheduled hearing.

Application No.: CU- _____

I, _____ of lawful age being first duly sworn upon oath, state:

That I am the _____ (agent, owner, attorney) for the property for which the application was filed and did, not later than twenty (20) days prior to the date of the public hearing scheduled before the Edgerton Planning Commission, mail certified notice to all persons owning property within the notification area (two hundred (200) feet in the City of Edgerton, one thousand (1,000) feet in the unincorporated area of the subject property) in compliance with the Unified Development Code.

These notices were mailed on the _____ day of _____, 20____.

Signature of Agent, Owner, or Attorney

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:

(SEAL)
