

City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, KS 66067
(785) 229-3620 Fax (785) 229-3625
www.ottawaks.gov

Rezone Procedures & Application

A proposal for a change in district classification (rezoning) may be initiated by the owner of the property affected, the City Commission, or the Planning Commission.

The applicant shall first obtain the proper application from the office of Community Development Department and receive a complete explanation of its requirements. The applicant may wish to discuss various zoning options and requirements for the property in question with one of the city planners. Applicants may obtain all the necessary forms from the Community Development & Codes Department or the city's website.

The application form shall be completely filled out and returned to the office of Community Development & Codes Department with the appropriate filing fee (\$150.00 Residential, \$300.00 Non-Residential), evidence of ownership and other required information.

An application shall not be scheduled for public hearing until the application form has been fully completed, the fee paid, and all required information submitted.

The Planning Commission shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. The Community Development Department office shall be responsible for having an official notice of the public hearing published in the official city newspaper at least twenty (20) days prior to the hearing. This notice shall state the time and place of the hearing and shall describe generally the change requested. A written notice shall be mailed by the Planning & Codes office to each property owner within 200 foot radius within the city limits and 1,000 foot radius in the county, of the property in question at least twenty (20) days prior to the public hearing. This notice shall also notify surrounding property owners of their right to file protest petition and shall explain the protest procedure.

The public hearing may be adjourned from time to time and upon its conclusion, the Planning Commission shall prepare and adopt its recommendation to the Governing Body. This recommendation along with an accurate record of the public hearing shall be submitted to the Governing Body for action. For more information see Article 26, Section 26-108 of the Zoning Ordinance.

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Rezone Application

Date Filed: _____

Zoning District: _____

- I. Name of Owner: _____
Address: _____
Phone: _____
E-Mail Address: _____
(Use separate sheets if necessary for additional owners)

Name of Authorized Agent: _____
Address: _____
Phone: _____
E-Mail Address: _____

2. The applicant hereby requests a change of zoning from _____ Zoning District to _____ Zoning District and generally located at _____. The property for which this change is requested is legally described as: (if a metes and bounds description, attach the legal to the application):

2. Present use of property: _____

3. Zoning and existing land use of adjacent properties.

Land Use	Zoning
North	North
South	South
East	East
West	West

4. Reasons for requesting this change in zoning:

5. Additional Comments: _____

(Use additional sheets if necessary)

6. I/We, the applicant(s), acknowledge receipt of the instruction sheet explaining the method for submitting this application from the Community Development Department office. I/We realize that this application cannot be processed unless it is completely filled in, is accompanied by evidence of ownership, as required in the instruction sheet, and is **accompanied by the fee. (\$150.00 Residential, \$300.00 Commercial)**

Owner Signature

Owner Signature

By: _____
Authorized agent, if any

By: _____
Authorized agent, if any