

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 Department or the city's website. www.ottawaks.gov

The application form shall be completely filled out and returned to the office of Community Development Department with the appropriate filing fee and, evidence of ownership and other required information.

The applicant is responsible to submit the required ownership list of the names and addresses of the owners of all property located within two hundred (200) feet of the city limits and within one thousand (1,000) feet of the county boundaries, excluding rights-of-way, of the property included in the application. The applicant can obtain this list from one of the title companies or the Franklin County Appraiser's Office.

The Community Development Department shall then schedule a public hearing at the next available time of the Planning Commission. Not less than (20) twenty days prior to the Planning Commission meeting, and official notice to the public shall be published in the official city newspaper explaining the rezone request and the time and place of the scheduled public hearing. The Community Development Department shall mail a written notice to each party of interest and each person on the ownership list twenty (20) days prior to the public hearing. This notice shall also notify surrounding property owners of their right to file protest petitions 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: _____

FEE:

Date Received: _____

Residential - \$200.00
Commercial/Industrial
0 to 5 acres - \$300.00
Over 5 acres - \$500.00

Name of Owner/Applicant: _____

Address: _____

Phone: _____ E-Mail Address: _____

Name of Authorized Agent: _____

Address: _____

Phone: _____ E-Mail Address: _____

The applicant hereby requests a change of zoning:

From _____ Zoning District
to _____ Zoning District

Reasons for requesting this change in zoning: _____

Address: _____

Legal Description: _____

Present use of property: _____

Zoning and existing land use of adjacent properties:

(Land uses: residential, commercial, industrial);

(Zoning can be obtained from the zoning map on the Ottawa Web site www.ottawaks.gov, click on "Departments", select "Community Development", select "Planning", scroll down and click on the "Zoning Map". The map can be enlarged to locate your area and the legend for zoning classifications is at the bottom of the map.

Land Use	Zoning
North	North
South	South
East	East
West	West

Additional Comments: _____

List of Property Owners Attached: Yes No

The Owner/Applicant hereby declares that all information submitted is true to the best of his/her/their knowledge and acknowledge receipt of the Rezone Procedures and Application from the Community Development Department office or City's Web Site.

The owner/applicant realize that ALL items must be completed and submitted with the application. Incomplete applications will not be processed until all items have been received.

Applicant/Owner:

Authorized Agent:

Signature

Signature

Print Name

Print Name

Signature

Print Name