

**CITY OF HAYSVILLE**  
**Instructions for Administrative Adjustment Application**

1. **Purpose.** An Administrative Adjustment allows the Planning and Zoning Administrator, with concurrence of the Deputy Administrative Officer, to make minor modifications to specific provisions of the Zoning Regulations. Administrative Adjustments are limited to the following:
  - a. Reduction of the minimum lot area, width, or depth by up to 10%
  - b. Increase in the maximum structure height by up to 20%
  - c. Reduction of the minimum front, rear, or side yard setback by up to 20%
  - d. Increase in the maximum lot coverage by up to 10%
  - e. Reduction of off-street parking and loading requirements, including parking stall depth and circulation aisle width, by up to 25%
  
2. **Standards.** The Planning and Zoning Administrator may grant an Administrative Adjustment based upon written findings of fact made after consideration of the request and any comments or evidence presented. Relevant factors include, but are not limited to, the following:
  - a. The proposed adjustment will not cause substantial injury to the value of other property in the neighborhood;
  - b. The location and size of the use; the nature and intensity of the operation involved in or conducted in connection with it; and the location of the site with respect to streets giving access to it are such that the adjustment will not dominate the immediate neighborhood or prevent development in accordance with the applicable zoning district regulations;
  - c. Adequate utilities, drainage, sidewalks, and other necessary facilities have been installed or will be provided through platting, dedications, and/or guarantees;
  - d. Adequate access roads, entrance and exit drives, and/or access control are available or will be provided through platting, dedications, and/or guarantees and shall be designed to prevent traffic hazards and minimize congestion in public streets and alleys;
  - e. The adjustment will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare;
  - f. The proposed adjustment represents an alternative approach that accomplishes the general spirit and intent of the provision in a manner that is equal to or better than strict compliance;
  - g. Strict compliance with the provision is not feasible due to topography, existing development, or natural area or feature, or constitutes an unnecessary hardship upon the property owner;
  - h. The proposed adjustment arises from such a condition that is unique to the property and is not ordinarily found in the same zone or district; and
  - i. The proposed adjustment is compatible with existing and permitted uses in the surrounding area.
  
3. **Application.** An Administrative Adjustment application form must be completed and signed by all property owners, authorized agents (if applicable), and/or contract purchasers/lessees (if applicable) and filed with the Office of the Planning and Zoning Administrator. Any items not applicable to the request shall be marked "N/A." Applicants are advised that the Planning and Zoning Administrator may approve only those adjustments specifically authorized by Article 1009 of the Zoning Regulations.

All applicants are encouraged to meet with applicable City staff prior to submittal. The purpose of the pre-application meeting is to discuss procedural steps and identify any additional approvals that may be required before commencing a building project.

4. **Legal Description.** The legal description provided on the application must be accurate. Should it be discovered that the legal description is inaccurate during the review process, it may delay the

decision and will require the applicant to provide a complete, accurate legal description prior to the Planning and Zoning Administrator rendering their decision.

5. **Fee.** Applications must be accompanied by a filing fee as established in Chapter 17 of the City Code. Checks shall be made payable to the City of Haysville.
6. **Written Statements, Diagrams, and Exhibits Required.** The applicant shall submit written statements, diagrams, and/or exhibits addressing the following:
  - a. How strict compliance with the applicable regulations prevents the proposed development or construction;
  - b. Why the proposed adjustment will not cause substantial injury to the value of neighboring properties;
  - c. How the proposed adjustment is to be designed, arranged, and operated to allow neighboring properties to develop in accordance with applicable regulations.
  - d. Additional Materials: Photographs, renderings, landscaping or screening plans, and other supporting documentation may be required by the Planning and Zoning Administrator and shall become part of the public record.
7. **Site Plan Required.** A site plan drawn to scale shall be submitted demonstrating how the property will be developed if the Administrative Adjustment is approved. The site plan shall clearly illustrate the requested adjustment and compliance with other applicable regulations.
8. **Conditions.** The Planning and Zoning Administrator may impose reasonable conditions necessary to address issues identified during the review of the application. The Administrative Adjustment shall remain valid only while such conditions are continuously met. Conditions may include, but are not limited to:
  - a. Length and time of operation and ownership limitations;
  - b. Screening, landscaping, and fencing;
  - c. Provision of utilities, drainage, sidewalks, and other public improvements;
  - d. Additional access or access control;
  - e. Off-street parking and loading requirements; and
  - f. Platting, dedications, and/or guarantees.

Covenants running with the land may be required to guarantee that conditions will be carried out at a future date. Such covenants will be recorded with the Sedgwick County Register of Deeds.

9. **Decisions and Records.** The Planning and Zoning Administrator shall issue a written approval or denial. Approved Administrative Adjustments shall be recorded with the Sedgwick County Register of Deeds. Denials shall include specific findings of fact and be filed with the application record.
10. **Period of Validity & Extension.** An Administrative Adjustment shall lapse and become ineffective if not commenced within 180 days of issuance or if compliance is not continuously maintained thereafter. The Planning and Zoning Administrator may grant extensions, each not exceeding 180 days, upon written request.

**Questions?** Contact the Planning and Zoning Department at (316) 529-5900 or [khogan@haysvilleks.gov](mailto:khogan@haysvilleks.gov).



**CITY OF HAYSVILLE**  
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[www.haysvilleks.gov](http://www.haysvilleks.gov)

**Administrative  
Adjustment Application**

**THE RECEIPT OF MONIES DOES NOT CONSTITUTE APPROVAL OF THE APPLICATION**

**APPLICANT INFORMATION**

Property Owner:	Phone:
Mailing Address:	Email:
City, State, ZIP	
Primary Contact? Yes _____ No _____ (please check)	

Agent:	Phone:
Mailing Address:	Email:
City, State, ZIP	
Primary Contact? Yes _____ No _____ (please check)	

Contract Purchaser:
Mailing Address:
City, State, ZIP
Primary Contact? Yes _____ No _____ (please check)

**REQUEST INFORMATION**

The applicant is hereby requesting an adjustment of:
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For property generally located at:
And legally described as: Lot _____, Block _____, _____ Addition

If property is not platted, a **metes and bounds description** and **location map** shall be provided with this application.

And is presently zoned:
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The administrative adjustment above is requested for the following reasons:

**Site Plan:** A site plan indicating the location of the requested adjustment shall be attached.

**CERTIFICATION**

The undersigned acknowledges and certifies the following:

1. They have been advised of the fee requirements established and that the appropriate fee is herewith tendered.
2. That the information given herein is correct.
3. That all documents are attached hereto as noted in the instructions.
  - Legal description.
  - Written statements.
  - Site plan.
4. That this application cannot be processed unless it is complete and accompanied by all required documents.

**SIGNATURE**

_____	_____
Property Owner(s)	Date
_____	_____
Agent (if applicable)	Date
_____	_____
Contract Purchaser (if applicable)	Date

FOR OFFICE USE ONLY				
This application was received by the Office of the Planning Commission on the below date and time. It has been checked and found to be correct and accompanied by all required documents and the appropriate filing fee.				
_____	_____	\$	_____	_____
<i>Date</i>	<i>Time</i>	<i>Fee</i>	<i>Authorized Signature</i>	<i>Title</i>
_____				
<i>Receipt No.</i>				